

Facility Hire Terms & Conditions

1. All requests for the use/hire of the Lifeline Gippsland facilities shall be made on the EXTERNAL Facility Booking Agreement form (OM FM 3.1). This form is to be completed in full by the hirer and received by Lifeline Gippsland prior to date of hire.
2. **Tentative bookings will be held for no longer than 3 business days.**
3. **All cancellations must be advised of in writing prior to the date of the function. Failure to do so will incur a Cancellation Fee equal to the cost of the room hire. A Cancellation Fee of 50% of the Room Charge will apply if the cancellation is received between 1 and 3 business days prior to the date for which the booking applies. Cancellations received on the day will incur the full cost of the Room Charge.**
4. If the facilities are not vacated by the agreed time, or are occupied prior to the agreed time, the hirer may be required to pay an additional amount to Lifeline Gippsland to cover costs incurred for the additional time worked by the staff and to cover any other associated costs.
5. The hirer shall indemnify Lifeline Gippsland, its staff or its volunteers against any claim that may arise out of the use of the facilities by the hirer.
6. The use of sticky tape, pins, Blu-Tack, streamers and any other adhering material or articles of decoration, including candles is prohibited unless with written permission of the Business Operations Manager or designated officer of Lifeline Gippsland.
7. No obscene or insulting language, disorderly behaviour or damage to property shall be permitted in any part of the building. Offenders may be removed from Lifeline Gippsland, and Lifeline Gippsland staff may terminate the function. Any damage to Lifeline Gippsland's premises will be charged to the hirer.
8. The hirer shall only be entitled to the use of the particular part or parts of the building and facilities hired. Lifeline Gippsland retains the right to let any other portion of the building for any other purpose or purposes at the same time.
9. No portion of the building hired shall be sub-let or any tenancy transferred or assigned without written permission of the Business Operations Manager of Lifeline Gippsland.
10. It shall be at the discretion of Lifeline Gippsland to refuse to let the facilities in any case; and notwithstanding that the facilities may have been let or that the conditions may have been accepted and signed and the fees and the deposit paid, Lifeline Gippsland shall have full power if it sees fit to cancel such letting and direct the return of the fee and deposit so paid and the hirer hereby agrees in such case to accept the same and to be held to have consented to such cancellation, and to have no claim at law or in equity for any loss or damage in consequence thereof.
11. **SMOKING IS NOT PERMITTED INSIDE THE BUILDING OR OUTSIDE THE MAIN ENTRANCE OF THE BUILDING. A designated smoker's area is available.**

12. THE USE OF ALCOHOL IS NOT PERMITTED IN OR ON ANY PART OF THE PREMISES.
13. Exits, including emergency exits and passageways are not to be obstructed at any time.
14. No animals, with the exception of guide/assistance dogs, shall be allowed in the building or its precincts without the consent of the Business Operations Manager of Lifeline Gippsland.
15. Any electrical items brought into the facilities must have a current PAT (Portable Appliance Testing) compliance tag.
16. The floors, walls or any part of the building, fittings or furnishings shall not be broken, pierced by nails or screws or in any other way damaged, and no notice signs, advertisements, scenery, fittings or decorations of any kind shall be erected in the building or attached to or affixed to the walls, doors or any other portion of the building, fittings or furniture without the prior consent of the Business Operations Manager of Lifeline Gippsland. In the event of any damage the hirer shall pay for all repair costs.
17. Fire extinguishers and emergency equipment shall not be interfered with in any circumstances unless in case of fire.
18. No signs may be displayed outside Lifeline Gippsland giving advanced notice of functions or courses without the consent of the Business Operations Manager of Lifeline Gippsland.
19. The hirer of the facilities shall not do or neglect to do or permit to be done or leave undone any things which affect Lifeline Gippsland's insurance policy or policies relative to fire or public risk in connection with the building.
20. Where the hirer of the facilities is a 'fee for service' organisation they shall be the holder of a current Public Liability Policy in the name of the hirer. The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by Lifeline Gippsland.
21. Neither Lifeline Gippsland nor its staff or volunteers shall be liable for any loss or damage sustained by the hirer or any person, firm or corporation entrusting to or supplying any article or thing to the hirer by reason of any such article or thing being lost, damaged or stolen. The hirer hereby indemnifies Lifeline Gippsland against any claim by any such person, firm or corporation in respect of such article or thing.
22. No chairs, tables or other furniture shall be removed from the facilities at any time, without prior approval from the Business Operations Manager or designated officer of Lifeline Gippsland.
23. The sale of goods/merchandise from the facilities is not permitted unless the hirer has first obtained written approval authorised by the Business Operations Manager of Lifeline Gippsland.

24. The Lifeline Gippsland building must be returned to the state it was found in at the conclusion of the course or function. All rubbish is to be placed in bins at the conclusion of the course or function.
25. The hirer will be responsible for all inquiries/acceptance associated with the function or course as well as payments or registrations to attend.
26. Weekday Facility Bookings are available from 8.00am to 5.00pm, however hours outside of this are possible with the approval of the Business Operations Manager. Bookings that go beyond 6.00pm will incur an after-hours Caretaker Lockup fee. Please note that required booking hours must be stipulated on the booking form and should the hours go outside of what has been nominated, an additional fee may be charged.
27. Weekend Facility Bookings are available with the approval of the Business Operations Manager. All weekend bookings will have an additional charge for the after-hours Caretaker Lockup fee and if deemed necessary a cleaner's fee may be added to the hire charge.
28. No bookings may be made during Easter or between Christmas and New Years Day.
29. Any intentions to photograph, broadcast, televise or record any activity within Lifeline Gippsland that may be used in a public domain will be entirely at the discretion of the Business Operations Manager of Lifeline Gippsland.
30. The type of booking must be discussed with the Business Operations Manager or designated officer of Lifeline Gippsland to ensure the venue is appropriate. Any additional furniture or equipment to be brought into the facilities must be approved by the Business Operations Manager of Lifeline Gippsland.
31. If an on-site caterer is being used, the hirer must inform Lifeline Gippsland of the name and contact details of the caterer.
32. It is the responsibility of the hirer to organise and confirm catering with the hirer's choice of caterer.
33. The Business Operations Manager of Lifeline Gippsland or designated officer shall have the full and complete authority of Lifeline Gippsland to issue instructions for the enforcement of these Terms and Conditions.
34. The hirer shall be responsible for the full observance of these conditions and for the maintenance and preservation of good order of the facilities throughout the whole duration of the hiring.
35. Any person committing a breach of any one or more of these conditions may be expelled from the building.
36. Events and courses organised by Lifeline Gippsland have priority over all other bookings.
37. In the event of any dispute or difference arising as to the interpretation of these conditions, or any matters of thing contained therein, a decision of Lifeline Gippsland's Chief Executive Officer thereon shall be final and conclusive.