

Laneway Learning: Rental Conditions

Thank you for choosing Laneway Learning to present at your event! This document outlines a few terms to make sure that your rental runs smoothly.

Use of venue

The venue may be used for commercial and community use including but not limited to meetings, seminars, conferences, training, performances and exhibitions.

Permitted use of venue

The Hirer must only use the venue for the use set out in the application form and in accordance with these Terms and Conditions of Hire. Laneway Learning does not take responsibility for the venue if it is not fit for purpose.

Access, security and emergencies

Parking - No parking will be provided by Laneway to the Hirer.

Access – The code to the safe box with the key will be given 48hrs before the booking. If a key is not returned within 48 hours of the conclusion of the booking, the Hirer must pay a replacement fee of \$20 per unit unless such fee is waived by Laneway. The Hirer must comply with all security protocols and requirements.

Access to Room outside Booking hours - The Hirer must include set up and pack up time in room booking application. The Hirer must not access the venue outside of the Booking including for set up and pack up.

Emergencies - The Hirer must be aware of all Emergency Procedures and nominate a person to be in charge of complying with the Emergency Procedures in the event of an emergency. Further, all emergency exit doorways and passageways must be clear and unobstructed at all times.

Inclusions

Unless otherwise specified, our rental fees cover only venue for the duration of the event, including chairs and tables.

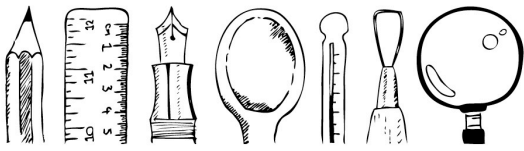
Please do not use other equipment without consent from Laneway's staff. If you require projector, AV, WIFI or other equipment please let us know and we can hire it to you. Paper, pencils, paints, etc are not included in the rental.

General conditions

Full compliance - The Hirer must ensure that all invitees and guests of the Hirer strictly comply with these Terms and Conditions and all laws applicable to the Hire.

Enjoyment and respect of others - The Hirer must keep noise levels reasonable and must not cause a nuisance or be offensive.

Appearance and Cleanliness - The Hirer must keep the room clean and tidy at all times. More specifically, immediately before the Booking concludes, the Hirer must clean and wipe down all table tops, benches and



like surfaces, and remove all rubbish and waste from the Room to appropriate bins (if there is a large amount or excessive rubbish and waste, the Hirer must dispose of same appropriately at the Hirers expense).

Cleaning - The Hirer is liable for any additional cleaning costs if the room is left in an unclean state which must be paid to Laneway in the same manner that the Hire Fee was paid within 7 days of being invoiced.

Set up and pack up - The Hirer is responsible for setting up the Room including the Equipment and then returning Equipment to its original location within the time of the Booking, unless Council has agreed otherwise. The Hirer must not drag any Equipment or furniture across the Room and must move all Equipment and furniture safely.

Additional furniture and things - Additional furniture and things other than small items and stationery cannot be brought into the Room unless prior consent is given.

Anything brought into the Room by the Hirer must be removed from the Room within the time of the Booking. For the avoidance of doubt, the Room must not be used by the Hirer for storage. Laneway Learning takes no responsibility for items that are left in the Room.

Decorations - Talcum powder, confetti, glitter, streamers, helium balloons or similar decorations are prohibited from the Room unless prior written consent is given.

Flammable substances and poisons - Flammable substances and poisons are prohibited from the Room unless prior written consent is given.

Crockery / Cutlery - Laneway does not provide catering nor does it provide beverage making facilities, crockery or cutlery in meeting rooms.

Storage - Storage of any nature (long or short term) is not available.

Gambling and illegal activity - No gambling or illegal activity is allowed. For the avoidance of doubt, illegal activity includes but is not limited to breaches of food related legislation.

No transfer - The Booking cannot be transferred in part or in whole or assigned.

Publicity and display of material – Any material to be displayed at the venue by the Hirer in relation to use of the Room must first be approved by Laneway in writing. Laneway Learning does not endorse any view or events conducted or displayed by the Hirer.

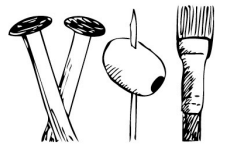
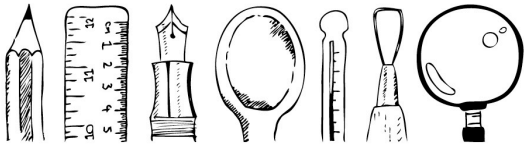
Alcohol and etiquette

Alcohol is permitted at events in accordance with liquor licensing laws. We encourage responsible drinking and ask that all members of the party consider how alcohol may affect their ability to participate in the event.

All party members are responsible for their own etiquette at the event. Please be respectful to the venue staff and Laneway Learning staff or helpers. If a participant is behaving in a disruptive way, or in a way that violates the venue's rules, or is likely to cause damage, nuisance, offence or injury we may ask that person to leave. We will not issue any refund in this rental.

Booking and deposit

A deposit may be required upon making application to book, generally where the use is considered high risk or if alcohol is being served. If there is any damage done to the venue, mess left in the venue or uncleanliness,



we may reinstate the venue to its original condition, apply the bond (if any) towards the cost and invoice the Hirer for any additional costs which the Hirer must pay.

Last minute bookings

If the event is taking place within 14 days of the booking being made, full payment of the total cost is to be paid within 24 hours of booking.

Cancellations

The initial deposit and/or any prior payments are fully refundable if a cancellation is advised in writing up to 21 days prior to the event date. If a cancellation is advised within 21 days and up to 14 days prior to the event date, the initial deposit is non-refundable.

For any cancellation advised within 14 days of the event date, no refunds will be given. This includes any partial cancellations if attendee numbers change. All monies paid to date will be retained and payment of any outstanding balance will be required.

Public liability insurance

The party attends the event and venue at its own risk and releases Laneway Learning Ltd from all claims resulting from any damage, loss, death, injury or liabilities of any kind that may arise, either directly or indirectly, in connection with the event or venue except to the extent that Laneway Learning is negligent or in default of its obligations.

Public Liability insurance is required at council venues.

Termination

Laneway reserves the right to terminate the booking and expel the Hirer including the Hirer's invitees and guests due to any breach of these Terms and Conditions of Hire and/or misconduct by persons in the venue at its sole discretion and if the Booking is so terminated, the Hire Fee and any Bond will be forfeited.

Laneway reserves the right to refuse to accept future bookings if the Hire is terminated, or if the Hirer breaches these terms and conditions or while any outstanding fees or charges are owed to Council.

Damage

Any damage caused to the venue during the event by a member of the attending party is full responsibility of the organiser of the attending party.