Meeting room Hire T&C's

CHARGES

Fees are charged at an hourly or daily rate as per agreed on booking confirmation.

20% deposit is required on booking the reminder is due 7 days prior to the event.

Payment for room hire can be made with a credit/debit card via the website or via invoice with bank transfer. Full payment must be made 7 days prior to event.

CANCELLATIONS:

Cancellations of bookings must be made in writing and are subject to a fee based on a percentage of the cost of the room hire.

- Within 48hrs prior to the time set for the use of the Premises, the full Hire Fee shall be paid by the hirer.
- Within 7 days of hire 20% of the full hire fee will be charged
- More than 7 days prior to the hire no fee charged

- **Cancellation Notice**	- **Refund**
- More than 14 days before booking	- Full refund less administration fee
- 8-14 days before booking	- 50% refund
- 7 days or less before booking	- No refund
- Same day / No show	- No refund

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AMENDMENTS

Amendments to the hire dates and times must be put in writing 48hrs prior to the event, these need to be approved by RAC and may incur an admin fee.

SERVICES AND FACILITIES:

The hire of the meeting room includes the following:

a) Seating 10/20 (depending on room capacity booked)
b) Audio and visual equipment
c) Whiteboard
d) Wi-Fi access
e) Kitchenette with tea and coffee facilities

The hirer acknowledges that the Hire Fee do not include the following services:

a) Catering
b) Surplus furniture requirements
c) Set-up/set-down labour costs

(If the hirer requires any of these services a request in writing 7 days prior to event and extra charge may be applicable)

HOURS OF HIRE

Monday to Friday 8:00am – 4:00pm
Out of hours may be available on request details of access requirements will need to be confirmed with RAC at least 7 days prior to the event.

SET UP AND VACATING OF ROOM

Set up arrangements are to be discussed and confirmed with RAC when the booking is confirmed. Assistance in the setting up of rooms will be offered on the basis of staff available at the time. Early access maybe granted to the hirer for setting up. This request needs to be in writing 48 hrs prior to the event.

Rooms are to be left clean and tidy with all rubbish placed in the bins provided and excess waste removed from site. Any kitchen or similar spaces are to be cleaned including washing, drying, and putting away dishes and the fridge emptied of all items. General Cleaning costs are included in the room hire fee, but additional cleaning fees may be charged if the hirer has created cleaning requirements above and beyond normal cleaning.

Catering equipment such as trays and utensils are the responsibility of the hirer and must be removed from the venue and returned.

LIABILITIES

The hirer acknowledges and agrees that they are using the room at their own risk and RAC will not be liable for any accident, loss, damage sustained to any person or property during the booking. To the full extent permitted by law the hirer releases RAC from and indemnifies RAC against all actions, claims, costs and damages.

RAC will not be liable for any damage or loss of merchandise and equipment left in the facility prior, or during, or after an event. Clients are revised to consider their own insurance or security needs.

RAC will not be responsible for items left in rooms or kitchens after the event.

Hirers are financially liable for all damage sustained to the facility by hirer and /or guests attending the event. This may include and is not limited to the cost of repair/ replacement of damaged furniture or fittings.

RAC shall not be held liable for any interference, disruption or enforced cancellation of any part of a booking which is caused by civil disturbance, industrial action, or any circumstance which is beyond the control of RAC.

COMPLIANCE

Legislation prohibits smoking inside the Business Centre.

The hirer must ensure that none of your guests enter any office, kitchen, storage, or operational area which is not within the meeting room access area.

The hirer must conduct their function in an orderly fashion and in full compliance with RAC management and all valid laws.

RAC, at its discretion, may prohibit any performance or function which is considered objectionable or dangerous or which is contrary to law, or which would be detrimental to the good standing and reputation of RAC. In any such case the hirer shall be deemed to have consented to the prohibition, and RAC shall not be liable for any loss or damage suffered by the hirer in direct or indirect consequence of RAC's prohibition of any performance or function of the hirer.

HOUSE RULES

Guests are required to adhere to the following house rules:

- Place any rubbish and food scraps from tables, benches and floors into the bins provided
- Remove all belongings at the completion of the booking
- Report any equipment faults, breakages and workplace health and safety concerns
- Be familiar with and communicate with patrons the RAC evacuation and emergency procedures,
- Do not remove any equipment, supplies or fittings from the facility
- Keep noise to a respectable level for an office environment.

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