

## Enterprise Centre – Hiring Terms & Conditions

The Enterprise Centre aims to provide a safe environment for all to enjoy free from discrimination or harassment of any kind, all users are expected to respect the nationality, ideas, beliefs, opinions, ethnicity, religion, gender and age of others using the AMES Australia Enterprise Centre at all times.

- Hire Fees:** Hire fees must be paid in advance of the booking. Additional fees will be charged if the room is not vacated within 15 minutes of the booked time.
- Cancellation:** The following cancellation fees apply:
  - If you cancel 14 or more calendar days prior to your confirmed booking, a full refund applies;
  - There will be no refund for room bookings cancelled within 13 calendar days of the event.
- Room Pack Up & Cleaning:** The premises and facilities must be left in a clean and tidy condition by the hirer at all times and prior to vacating the premises.
- Damages:** The hirer will be liable for replacement or repair of any items or damaged areas.
- Smoking:** The Enterprise Centre is a non-smoking venue. Smoking is not permitted inside the building at any time.
- Insurance:** Hirers who act on behalf of a company or organisations must hold Public Liability Insurance Policy in respect of the activities specified herein providing coverage for a minimum sum of twenty million dollars (\$ 20,000,000). Private individuals are exempted.
- Theft:** AMES Australia is not responsible for any loss or damage that may be suffered by the Hirer or any of the persons attending the premises during the Hire Period or kept in storage as a result of any theft.
- Cancellation by AMES Australia:** AMES Australia may cancel the Booking in writing to the Hirer at least 24 hours before the First Hire Date if:
  - AMES Australia becomes aware that any event, goods or services proposed to be held or provided by the Hirer is/are objectionable, dangerous, infringes any copyright or other intellectual property rights, is prohibited by law, or would be detrimental to AMES Australia;
  - emergency and unforeseen repair, alteration or addition to the premises is required.

AMES Australia may cancel the Bookings without notice in the event of an emergency. If AMES Australia cancels the Booking without fault of the Hirer, AMES Australia will refund any amounts paid by the Hirer in relation to the Booking.

AMES Australia will not be liable for any loss or damage suffered as a consequence of exercising its right to cancel the Booking under this clause. Cancellation or termination of the Booking for whatever reason will not affect any right which AMES Australia may have to recover money owing for the Booking or to recover damages from the Hirer.

9. **Breach of Conditions:** AMES Australia or delegate may expel from the premises any person who breaches any of these Conditions of Hire and the Hirer must indemnify AMES Australia for any cost incurred as a result. AMES Australia may immediately terminate the Booking during the Hire Period if it reasonably believes these Conditions of Hire are being breached and the breach has not been remedied by the Hirer after being directed by the AMES Australia verbally to do so.