Facility Hire Terms & Conditions

1. **Resource Availability**: The User Representative is responsible for determining the availability of appropriate resources for their intended use.
2. **Booking Confirmation**: It is the responsibility of the Hirer/User to ensure that they have a written booking confirmation and to verify the accuracy of the details.
3. **Supervision**: Supervision of activities is not provided unless specifically included in this agreement.
4. **Age Requirement**: The User Representative must be at least 18 years old and must be present at all times during the facility use.
5. **Indemnification**: The hirer shall indemnify Lifeline Gippsland, including its staff and volunteers, against any claims arising from the hirer's use of the facilities.
6. **Accessibility of Exits**: Exits, including emergency exits and passageways, must remain unobstructed at all times.
7. **Alcohol Consumption**: The consumption of alcohol is prohibited on the premises during regular business hours unless otherwise negotiated for events outside these hours.
8. **Time Overruns**: If the facilities are not vacated by the agreed-upon time, or are occupied before the agreed-upon time, the hirer may be charged additional fees to cover staff costs and other associated expenses.
9. **Vehicle Risk**: Any motor vehicles driven or parked within the facility premises are at the owner's risk. Lifeline Gippsland assumes no responsibility for theft or damage.
10. **Conduct**: No obscene or insulting language, disorderly behaviour, or damage to property is permitted. Offenders may be removed, and Lifeline Gippsland staff may terminate the function.
11. **Damage Liability**: Any damage to Lifeline Gippsland's premises will be charged to the hirer.
12. **Safety and Conduct Policies**: The User Representative must ensure all participants understand and follow behaviour policies and emergency procedures. This includes familiarity with facility layout, emergency exits, assembly areas, and the location of essential safety equipment.
13. **Facility Safety**: The facility must always be maintained in a safe condition. The User Representative must report any safety hazards or incidents to the Facility Supervisor immediately.
14. **Personal Property**: Lifeline Gippsland is not responsible for the personal property of users, or any property brought into the facility by those whom the Hirer/User allows access.
15. **Organizer's Responsibility:**
    The person named on the booking form or otherwise designated as the event organizer will be responsible for all aspects of the event. Lifeline Gippsland (LLG) will direct all obligations to the organizer, who will bear personal responsibility for ensuring compliance with these terms and conditions.
16. **Guest Sign-in:**
    The organizer must ensure that all guests sign in upon arrival in the visitor book provided.
17. **Cleaning Charges:**
    If the venue is not left in an appropriate condition, the organizer will be charged for any cleaning or repairs required to rectify the space.
18. **Decorations and Display Restrictions:**
    The use of tape, Blu-Tack, staples, or drawing pins to attach posters, decorations, or similar items to walls, ceilings, or windows is prohibited. All decorations must be approved by LLG prior to the event.
19. **Function Details Disclosure:**
    The organizer is responsible for providing LLG with all relevant event details, including the type of function and the expected number of guests.
20. **Post-Event Clean-Up:**
    It is the organizer's responsibility to ensure that all rubbish is removed and placed in the designated bins at the end of the event. General tidying and pack up will be completed by LLG staff.
21. **No Smoking Policy:**
    Smoking is strictly prohibited in all areas of the LLG premises, including the balcony. Smokers must exit the building completely, and cigarettes should be fully extinguished before disposal in the designated bins.
22. **Entertainment and Performances:**
    Any planned entertainment or performances must be disclosed to LLG in advance. LLG reserves the right to limit or adjust the volume of music or performances to comply with venue requirements.
23. **Venue Bookings:**
    LLG reserves the right to book other events or functions that may coincide with your event, except in the case of exclusive bookings.
24. **Cancellation Policy:**
    In the event of a cancellation or postponement, written notice must be provided to LLG. A cancellation fee of 50% of the room charge will apply if the cancellation is received within 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".
25. **Pricing and Payment:**
    All prices are subject to change without notice. GST is included. An invoice will be issued to the organizer at the conclusion of the event.
26. **Confirmation of Booking:**
    Upon submission of the completed booking form, the organizer will receive email confirmation of the facility hire.