

# TERMS & CONDITIONS FOR VENUE HIRE

## 1. BOOKINGS AND PAYMENTS

Party Splendour reserve the right to refuse, accept or cancel any booking

No booking is confirmed until the booking form has been received & the 50% deposit has been received.

### 1.1 VENUE HIRE FEE

The non-refundable 50% deposit must be paid for at the time of the booking.

We do not hold bookings without the deposit.

The final payment is due 2 weeks before the event.

### 1.2 SECURITY BOND

There is a \$400 security bond for all functions. The security bond is payable 2 weeks before the function.

The bond will be refunded within 5 business days after the function via direct deposit to a nominated account

Where the total amount of damages caused by the hirer exceeds the \$400 bond, the hirer will reimburse the difference

### 1.3 CANCELLATIONS

All cancellations must be emailed to [info@partysplendour.com.au](mailto:info@partysplendour.com.au)

The 50% deposit of the day hire rate is non-refundable

We allow refunds of the remaining 50% up to 60 days before the event.

Cancelling up to 31 days prior to the event date means you will forfeit 75% of the total hire fee.

Cancelling up to 21 days prior to the event date means you will forfeit 100% of the total hire fee.

### 1.4 CANCELLATIONS DUE TO COVID-19 LOCKDOWN

If your event cannot proceed due to a lockdown, you will receive a credit note for the day rate which can be used to reschedule your event. The credit note can be used towards balloons should you not wish to rebook the venue. The bond and cleaning fees will be refunded. Refunds will not be given if the 2sqm rule changes to the 4sqm rule as your event is able to proceed.

### 1.5 REVISION OF CHARGES

We reserve the right to revise fees and charges without notice. We revise fees annually.

## 2. VENUE HIRE PERIOD

The minimum hire period on weekends is 5 hours

The venue operates strictly from:

7am until 5pm on Saturdays

5:30pm until 11:30pm on Saturday nights

7am until 6pm on Sundays

The hire period includes bump in and bump out time. Any deliveries are to be made during your hire period

Events exceeding the contracted time will be charged an additional hire fee of \$100 per hour

Should you wish to extend or change the hire period, we require 2 days' notice, subject to availability

## 2.1 ACCESS

Access to the venue is strictly limited to the booking hours. Either our staff will be on site to open the doors or you will be given access via a door code

The hirer must not enter the premises prior to or after the event booking times without prior permission from Party Splendour

No persons are to enter the party shop area or remove any items from the party shop area or mezzanine. Any items that are removed or broken will be charged to the hirer.

## 2.2 RIGHT OF ENTRY

Authorised staff may enter and inspect the venue at any time

## 2.3 SUBLETTING

The hirer shall not transfer, assign, or sublet their hire booking, and is not transferable to a third party.

The venue must not be used for any other purpose other than that agreed to with Party Splendour.

## 3. EVENT RESTRICTIONS

We do not allow 16<sup>th</sup>, 18<sup>th</sup>, 21<sup>st</sup>, bucks parties & dance parties. If a night time booking is made under a false or misleading event, the party will be shut down by the security team. No refund will be given.

If a family style event for a 16<sup>th</sup>, 18<sup>th</sup> or 21<sup>st</sup> is planned, please submit your request via email for consideration.

## 4. CLEANING

There is a compulsory \$80 cleaning fee for day time events. The hirer is responsible for leaving the space and the surrounds in a reasonably clean and tidy condition.

The hirer must allow time for set up and clean up on the application form.

No equipment is to be left in the venue without prior arrangements.

- The setting up of tables/chairs and other equipment is the responsibility of the hirer.
- The Hirer is responsible for leaving the venue in a clean & tidy condition including the kitchen & bathrooms.
- All drinks and food must be removed from the fridge. Any spills must be cleaned up
- The hirer is responsible for pick up and removal any food or rubbish from the floor.
- Excess water on the floor from ice and drinks must be cleaned.
- All rubbish to be removed from the courtyard.
- If the venue is left in an unsatisfactory condition that requires additional cleaning, hirers will be charged for additional costs and taken out of the bond. Failure to comply may disqualify use in future.
- We supply basic cleaning product and recommend that the hirer brings extra cleaning products
- All cigarette butts must be picked up and disposed of (see 7. Smoking)
- The hirer shall not return the next day to clean up

### 3.1 BOOKING THE CLEANER

The cleaner will arrive approx. 30mins before your booking period ends.

We require the venue to be left in a tidy condition.

- Any excess mess on the floors and in the kitchen must still be cleaned.
- All food, table coverings and decorations must be removed from the tables before the cleaner arrives.
- All drink bottles and cans must be emptied and disposed of

The cleaner will;

- Clean and pack the tables and chairs away
- Clean the bathrooms and kitchen
- Vacuum and mop the floors

### 3.2 RUBBISH

The hirer has the use of 2x black 75ltr bins and 1x small kitchen bin with bin liners. You will need to bring extra bags/liners

- We take all rubbish. Rubbish bags are to be stacked in the courtyard next to the garage door
- Boxes must be broken down and flat packed
- We do not accept large plastic bread/catering trays. These must be removed.
- You must not leave excess rubbish outside the venue
- Any excess rubbish left at the venue will incur a removal fee which will be taken out of the bond

### 4. DECORATIONS AND SIGNAGE

The hirer must gain approval before hanging or affixing decorations or signage in the venue. All decorations and signage must be removed at the conclusion of the event. A fee will be incurred if our staff need to remove and dispose of decorations and signage.

- Nails, screws, tape, or other fastenings must not be driven into or attached to the walls, floors, furniture, or fittings
- Confetti, rice, or glitter is not to be thrown in the venue or within the venue surrounds or in the courtyard
- Candles may only be used if secured in a glass (or similar) holder that will contain the flame if knocked over.
- No paint must be used including in children's activities or parties.
- Any double-sided tape that is left on the wall will incur a removal fee which will be taken from the bond
- Balloons are permitted in the venue. We discourage the popping of confetti balloons.
- Chandeliers and lighting are permitted from the beams. Please ask for the engineering report should you wish to hang heavy items from the ceiling.

### 5. EXTERNAL SUPPLIERS

Hirer is required to provide a list of all external suppliers that will be entering the venue. The names can be provided on the booking form.

All external suppliers must have Public Liability Insurance

The venue does not take any responsibility for injury or damage caused by an external supplier. The hirer and/or supplier is liable to for any damages or injury incurred

We allow the following suppliers/entertainers

- |                                |                   |
|--------------------------------|-------------------|
| ▪ Jumping Castles/Play Gyms    | ▪ DJs/Bands       |
| ▪ Animal Farms                 | ▪ Food Trucks     |
| ▪ Pamper Parties               | ▪ Ice Cream Carts |
| ▪ Balloon Twister/Face Painter | ▪ Drinks Bar      |
| ▪ Performers/Dancers           | ▪ Coffee Cart     |

### 6. KITCHEN FACILITIES

Use of the kitchen is included in the venue hire. We do not allow open flame cooking equipment to be brought into the venue.

We allow BBQ use in the courtyard. You must obtain permission prior to your event. The BBQ must be kept away from the doors to prevent smoke entering the warehouse.

## 6.1 SERVING OF FOOD

The hirer can either self-cater or hire a caterer. The hirer is responsible for any caterers to supply their Food Safety Supervisor's certificate and Public Liability.

The venue takes no responsibility for any injury caused to external caterers or to the hirer who is self-catering.

The venue takes no responsibility for any food poisoning caused to guests.

## 6.2 SERVING OF ALCOHOL

The hirer may provide alcohol for their own private functions.

- Alcoholic drinks may be served with food
- The hirer must always comply with the responsible and safe service of alcohol
- You cannot sell alcohol on the premises
- No kegs or bulk items of alcohol can be brought into the venue
- No alcohol must be taken or consumed at the entrance or surrounding outside areas of the building
- Be aware that it is an offence for alcohol to be served or provided to minors (persons under 18 years of age)

## 7. SMOKING

- Smoking is not permitted inside the building, including hookah, shisha, or argile.
- Cigarettes must not be ashed on the synthetic turf in the courtyard. Any burns to the turf will incur a replacement fee.
- Cigarette butts must be placed in the ashtrays mounted on the walls of the courtyard and front door.
- If cigarette butts are left on the ground outside the venue, an additional cleaning fee will be charged and taken from the bond.

## 8. PARKING

Guests have access to on-site parking and unmetered parking on the street

Do not obstruct any driveways of other premises

Do not park in any other premises or at the Crew Fit Car Park

## 9. NOISE RESTRICTIONS

- Noise levels and amplified music must be kept at a reasonable level which will not disturb the local residents.
- Offensive noise and behaviour is not permitted both inside and outside the venue.
- Guests are not permitted to gather outside of the venue and make noise that will disturb the locals
- If loud music is being played, you are required to close all the doors.
- Music must stop at 8:00pm.

## 10. DAMAGES

The hirer is responsible for breakages, theft or damage caused to the venue. This includes fixtures, furniture, and equipment.

Any damages or theft of any items in the adjoining party shop will be charged to the hirer

Costs for any damages, theft or breakages will be charged to the hirer and taken from the bond. If the damage exceeds the bond, the hirer will need to reimburse Party Splendour.

## 11. CROWD CONTROL/SECURITY

- The hirer is responsible for all that occurs during their hire booking
- A security guard is included in the cost of night time events
- At all times, the patrons of the event should consider the neighbours and should take reasonable measures to ensure that adverse impact to the surrounding area does not occur.
- We do not allow bucks parties and dance parties in the warehouse.
- Special conditions may be imposed for some type of events, including security requirements
- In the event that a function becomes disorderly, the law enforcement officer has the authority to terminate the event immediately. No refund will apply.
- Security cameras are in use at all times.

## 12. SMOKE/FIRE/EMERGENCY

- The hirer is responsible for ensuring that fire doors and emergency exits are not obstructed, and access is freely available
- If a fire alarm is activated unnecessarily, the hirer will be liable for the fine issued by NSW fire dept.
- Tampering of fire safety equipment and signage is prohibited.
- In the case of an emergency, please call 000
- Any accidents or injuries must be reported to the Manager immediately on 0411 795 684

## 13. DEPARTURE FROM VENUE

The hirer must ensure that guests leave the venue in an orderly manner with consideration for local residents.

All items of property owned by the hirer must be removed from the venue on or before the agreed departure time.

The hirer must ensure that the venue is left in the same condition as at the commencement of the hire period.

Should you wish to end your function and exit earlier than your booking time, you must call the manager immediately on 0411 795 684 so that we can arrange for staff to lock up the venue.

Any goods left at the venue will be kept for 7 days and then disposed of unless a prior agreement was made.

ACCEPTANCE OF TERMS & CONDITIONS FOR PARTY SPLENDOUR – THE STUDIO

**By signing below, you are agreeing to the charges and the items in the above terms & conditions.**

Hirer's Signature: \_\_\_\_\_

Hirer's Name: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE PROVIDE THE FOLLOWING DETAILS FOR YOUR SECURITY BOND REFUND:

Account Name: \_\_\_\_\_

BSB: \_\_\_\_\_ Account Number: \_\_\_\_\_