
TERMS AND CONDITIONS

Tarooki - Effective 1 April 2017



-
1. The completion of the Booking Form and Hire Agreement and the payment of a Booking Deposit by the Hirer constitutes an **offer to hire** the nominated venue of Uniting Venues SA on behalf of the Uniting Church in Australia Property Trust (SA), the corporate trustees for the Uniting Church in Australia ("the Owner"), for the period shown on the Booking Form.
 2. **By signing the Booking Form you will be consenting to the Terms and Conditions listed on this form.**
 3. All **bookings must be confirmed** within 28 days of the date of booking.
 - a. A booking is confirmed upon receipt of a signed Booking Form accompanied by a minimum deposit of \$500 for residential events and \$300 for day events.
 - b. **Deposits will not be refunded** unless written notice of the cancellation is received **at least three months** prior to the hire period.
 4. The Hirer will advise the Venue **at least seven days** before the commencement of the hire of:
 - The final number of persons
 - Arrival and departure times,
 - Any persons with a disability,
 - Special catering / diet requirements (if required), and
 - Other pertinent requirements.
 5. A **group minimum fee per night** apply to all groups unless otherwise negotiated with the Management.
 6. The **hire charge will be based** on the greater of:
 - The actual number attending, or
 - The final number notified seven days prior to commencement (for catered groups), or
 - The group minimum as negotiated.

To assist in your planning, price rises will be restricted as much as practicable, but movement based on CPI guidelines may occur. Hire charges are **due in full** at the conclusion of the hire and must be paid **within 7 days**.

7. To cancel a booking the Hirer must notify the Venue in writing.
 - Cancellation prior to three months see clause 3b.
 - Cancellations **three months or less** from the hire period will incur a charge of the minimum fee per night for the period of the booking, plus the loss of the deposit.

Should a substitute booking be secured by the Venue then the amount due will be reduced by the value of the substitute booking.

8. The Hirer **will**:
 - Keep the site in a secure, clean, tidy condition and leave the site as it was found.
 - Not cause or permit any act or omission whereby the site or any part of the site is damaged.
 - Provide adequate supervision during all periods of use to ensure the safety and security of the site and all persons using it.
 - Make good at the Hirer's expense any damage to the site arising out of the use by the Hirer, its servants, agents, invitees or any other person using the site with the express or implied consent of the Hirer.

- Not do or permit or cause to be done any act or thing which may tend to injure or offend against the reputation or principles of the Uniting Church in Australia.
- Not conduct any activity in breach of any statute or the regulations of any local or public authority.
- Upon arrival, provide a list of names of all participants and notify the Venue of any persons with a disability.

9. The Owner and its agents and employees shall **not be liable** for loss of property or damage or personal injury arising from the use of the site. Should any claim be made for such loss or damage to property owned by any person associated with the applicant, or any person or body corporate associated with such person, then the **applicant will indemnify** the Uniting Church in Australia in respect to all such claims.

10. If the Hirer **fails to comply** with any of these Terms and Conditions, the Owner through the Venue Manager or other employee or agent may, by written or oral notice, **terminate the hire** and recover any charges due.

11. All information recorded on the attached form is collected and managed under the Uniting Church Privacy Policy. This information has been collected for the primary purpose of organising your stay at the Venue and may be used at some future date to send you promotional material relating to Uniting Venues SA. However, if you do not want the information to be used for any purpose other than the primary purpose described above, you should notify the Venue in writing.