



The Construction Training Centre

Version – 3.0

FOR-ASM-070

Issue Date: 21/05/2014

## SHORT TERM FACILITY HIRE TERMS & CONDITIONS

### TERMS & CONDITIONS

- 1 Where circumstances permit, The Construction Training Centre (CTC) makes its facilities available for use by other organisations.
- 2 Fees apply to the use of the facilities and services. Rates are subject to confirmation at the time of the booking. The minimum charge for room bookings is for a full day. Invoices are issued at the time of booking. 50% of the invoice is required to be paid to confirm the booking. The balance is due one week prior to the training date. Fees can be paid via EFT, Cheque or Credit Card. When purchasing via credit card, the details are transmitted through an application programming interface. Card details are hosted by CISC Pty Ltd after processing.
- 3 While rooms are tentatively allocated they may be changed to other suitable facilities. Applicants will be consulted prior to any amendments.
- 4 Applicants using facilities during or outside normal business hours must comply with CTC security requirements. A security fee applies where access or departure extends beyond normal weekday business hours.
- 5 Attendees must not enter other premises of CTC unless they are accompanied by a CTC staff member, or it has been specifically agreed prior to booking.
- 6 Applicants are expected to ensure that all members of their group are aware of and comply with relevant CTC policies and requirements including emergency evacuation procedures. (See – Emergency Evacuation Procedure affixed to the wall of hired room).
- 7 Required equipment, subject to availability, must be requested at the time of booking the facility.
- 8 The Applicant is responsible for confirming an appointment with CTC, for any needed advice or training with respect to the equipment. Competent operation of audiovisual and all equipment used in facilities is the responsibility of the Applicant. Applicants must request any needed advice or training in the operation of any equipment they wish to use. Applicants not complying with this condition will be responsible for and be charged any damage/replacement/repair costs.
- 9 Applicants must inform CTC where any equipment fault has occurred during use. Applicants will be charged for damages if CTC is not notified prior to close of business the day the equipment was hired.
- 10 Specifications of furniture arrangements need to be provided on the Booking Form.
- 11 It is the responsibility of the Applicant to leave the conference facilities clean and tidy after each refreshment break. Food scraps and rubbish should be placed in the bins provided. Extra fees may be charged for additional cleaning costs.
- 12 Under no circumstances is any electrical equipment not complying with the Workplace Health and Safety Act and Regulations to be brought into or used in any facility. For safety and security reasons equipment that has not been checked and tagged, bearing a current and valid safety tag, is not to be brought into CTC without prior approval. All equipment brought in is done so at the risk of the Applicant.
- 13 Equipment, materials and substances that may adversely affect the health and safety of Attendees or other persons within CTC, must not be brought to or used within the facility without prior written approval.
- 14 Actions of Attendees must not unduly inconvenience other users or cause damage to CTC, its equipment, walls or fittings. Attendees not complying with this condition will be requested to vacate CTC by Security. Damage/replacement costs will be charged to and be payable by the Applicant.
- 15 The hire of facilities is conditional upon all booking policy requirements being met. Failure of an Attendee group to meet any of these requirements could result in permission to use the facilities being withdrawn.
- 16 The premises are to be used only for the purpose set out in the Booking Form.
- 17 The Applicant must not assign or transfer the booking to another person or organisation.
- 18 CTC will charge in addition for any abnormal cleaning costs.
- 19 CTC accepts and encourages emailed bookings. When sending a booking via email, the Applicant has accepted these Terms and Conditions even in the absence of a written signature.



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20 The information and statements contained in this document are based on CTC's current information at the time of printing and are subject to change from time to time. Please contact CTC before making any significant decisions based on this information.

21 CTC will not be held responsible for delays, postponements or cancellations of any event due to unforeseen circumstances and technical difficulties beyond our control; therefore charges incurred for the event will not be waived. In the event of unforeseen circumstances which may affect lighting, power or access, CTC will not be liable for any claims of compensation.

22 The Applicant must not exceed the capacity limitations of the venue, and will be expected to follow Workplace Health & Safety requirements where applicable. Participants attending the Centre must follow instructions given to them by CTC staff.

23 The Applicant must seek permission from CTC before displaying any signs on or outside the premises.

24 Unless otherwise agreed by CTC, the Applicant must not exceed the agreed finishing time. Applicants who have not vacated the premises by the specified time and restored the premises to their original condition, turned off all lights, urns and appliances, will be subject to an additional charge of \$50.00 for each hour or fraction thereof that they remain on the premises.

25 The Applicant must remove any items not belonging to CTC from the rooms they have occupied. Goods left on the premises will be deemed abandoned unless prior notice has been given. Whiteboards are to be left clean. Rooms and facilities are to be left clean and tidy.

26 If hiring our venue at a time out of normal working hours, the Applicant must turn off all lights, urns and appliances, and ensure that security arrangements have been confirmed to lock all doors upon departure from CTC. Instructions on lock up procedures can be obtained from Reception during normal working hours only.

27 Your privacy is important to us, CTC will not disclose your personal data to any third party (other than to our contractors or agents involved in providing you with products or services you have requested) unless you have consented to such disclosure or we are required by the relevant authorities to make such disclosure or you are in breach of our terms and conditions.

28 CTC has an alcohol policy which can be furnished on request if the event involves the dispensing thereof. Under no circumstances is alcohol to be served without the express consent of CTC and the alcohol policy agreed to by the Applicant.

29 The Training Rooms and Conference Facilities are smoke free zones.

30 The Construction Training Centre reserves the right to:

- Let or use any other parts of the CTC building for any other purpose.
- Refuse any booking without assigning a reason.
- Cancel any reservation up until two months prior to the reserved date and return all moneys paid to the Applicant without any claim made against CTC.
- Cancel any reservation where the Applicant has an outstanding invoice.
- Charge for late notification of cancellation. Where notification of cancellation is received by the CTC between 7 and 4 working days prior to the event, the Applicant shall be liable for 50% of the quoted costs for the Applicant's proposed event. Where notification of cancellation is received by the CTC less than 3 days prior to the event, the Applicant shall be liable for 100% of the quoted costs for their proposed event.
- At all reasonable times during the period of hire enter into and view the condition of the premises.
- Expel any person for committing any breach of these conditions.
- Have any dispute occasioning from the interpretation of these Terms and Conditions submitted to and determined finally and conclusively by the CEO of CTC.

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|--------------------------|---|-------------------|--|--------------|--|
| <input type="checkbox"/> | <b>I ACCEPT THE TERMS &amp; CONDITIONS AS ABOVE</b> |                   |  |              |  |
| <b>NAME:</b>             |   | <b>SIGNATURE:</b> |  | <b>DATE:</b> |  |