



CTC - TERMS & CONDITIONS

1. Fees apply for the use of training rooms and services with rates subject to confirmation at the time of the booking. The minimum charge for room bookings is for a full day. Booking requests should be made in writing and are in turn confirmed by email to the address supplied and will be assumed accepted if not refuted within 24 hours of dispatch. Should the Hirer have a credit account with CTC, payment will be required within 14 days of the invoice date. Invoices can be paid by EFT, Cheque or Credit Card.
2. Clients must inform CTC (within 30 minutes of signing in at CTC reception) of any equipment not operating correctly in order to avoid liability for damaged equipment. Clients will be charged for all damages should this not be adhered to.
3. CTC reserves the right to reallocate rooms if required.
4. Rooms are hired for training purposes only and any activity conducted outside of the training/conference room allocated is strictly prohibited without prior approval of CTC.
5. Clients must comply with CTC security requirements. A security fee applies where access or departure extends beyond normal weekday business hours (being Monday to Friday 7 am to 5 pm).
6. Clients 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.
7. Clients must 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 Diagram affixed to the wall of the hired room).
8. Should any other CTC equipment be required, these must be requested at the time of booking.
9. Clients 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 preferred layout must be provided at time of booking (other than classroom style which is the default layout).
11. It is the responsibility of the Client to leave the training/conference rooms clean and tidy after each refreshment break by placing food scraps and rubbish in the bins provided.
12. All electrical equipment brought onto CTC must comply with the current Workplace Health and Safety Act and Electrical Safety Act & Regulations. For safety and security reasons any equipment that has not been checked and tagged, which does not bear a current and valid safety tag, is not to be brought onto CTC without prior approval. All equipment brought in is done so at the risk of the Client.
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 CTC's prior written approval.
14. Actions of Clients and their 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 a Client 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 purposes of meetings, training, seminars or conferences.



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17. The onsite café, Jo's, is the only organisation permitted to provide catering to the CTC Training rooms. It is a condition of booking that no external catering be delivered onto the Precinct.
18. The Client cannot assign or transfer the booking to another person or organisation.
19. The Client is deemed to have accepted these Terms and Conditions on acceptance of booking even in the absence of a written signature.
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 Client 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. Unless otherwise agreed by CTC, the Client must not exceed the agreed finishing time which is 5 pm without approval at time of booking. Additional after-hours fees may apply.
24. The Client 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.
25. If hiring our venue at a time out of normal working hours, the Client 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.
26. 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.
27. 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.
28. The Training Rooms and Conference Facilities are smoke free zones. CTC has 2 designated smoking areas being by Entry 3 of Building 1, and outside entry 6 of Building 4. Clients must comply with these and advise their attendees of these areas.
29. 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 prior to the reserved date and return all moneys paid to the Applicant without any claim made against CTC.



The Construction Training Centre

Version – 9.0

FOR-ASM-070

Issue Date: 09/09/2020

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- 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 Client 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.
- Refuse entry to any trainer or other company representative who presents to the CTC office with COVID-19 symptoms, who declares that they have been in contact with a confirmed COVID case or has visited a designated hotspot in the past 14 days.