HEATHCOTE CAMPUS
VENUE HIRE TERMS & CONDITIONS

Bookings
A non-refundable deposit of 10% is required to secure a booking. Payment is required in full one week prior to the date booked.

Bond
A $500 bond is required. Bonds are fully refundable (within 30 days) only if no damage/time penalties/security call outs or extra cleaning is incurred. Note: refunds can only be made by electronic funds transfer to your nominated bank account or via cheque. Please allow up to 30 days for processing.

Cancellations
The 10% deposit is non refundable. Seven days notice is required for all booking cancellations.

Parking
There is NO PARKING in the drop off area or clock tower courtyard. Parking is available in the lower car park only. Disabled access parking is also available in the lower car park area.

Liquor
A liquor licence is required to consume alcohol on the Heathcote site (outside of the buildings). The license may be purchased from the City of Melville, Almondbury Rd, Ardross prior to the function. Ph: 9364 0666.

(Catering – please note that alcohol is not permitted to be SOLD from any of the Heathcote rooms)

Catering
Hirers can contact the Blue Water Grill Restaurant on 9315 7700 for five star catering needs or you are also more than welcome to self cater, provided all rubbish is removed and strict cleaning requirements observed.

Cleaning
The hirer is responsible for the set up and clean up of the building hired. Set and clean up must be done within the time of hire not outside of the booking allocation. HIRERS MUST BRING THEIR OWN CLEANING EQUIPMENT WITH THEM ie. vacuum cleaner, etc. Penalties will apply if rooms are left unclean and/or equipment is not stored as specified. ***Please note that there is a fixed rate charged for all after hours or weekend call out emergency cleaning irrespective of the time taken, if your failure to clean impacts on another booking, this will be automatically deducted from your bond***

In both buildings, chairs and tables must be returned to the original classroom set up in which they were found. They must not be stored in the storeroom (photographs detailing the room layout displayed in each room). Store rooms are also to be returned to the original set up.

Rubbish must be removed from the rooms and placed in the bins provided – any excess must be taken away. Should you require extra bins for your function these may be ordered prior to your function directly from the City of Melville’s Waste Management Section on Ph. 9364 0777 at a cost of $11.00 each plus a delivery fee of $50. Please allow four working days prior to your requirement. Under no circumstances are bins to be removed from their locations around the grounds for your function. (You may also email the request directly to: mharmer@melville.wa.gov.au)

An automatic bond penalty will be incurred if any of the above guidelines are not adhered to.

Security
The key must be collected from Challenger Short Courses, Administration House on the working day (Monday to Friday between 8.30am-4.30pm) prior to the function date. The hirer will be given an alarm code for the building hired. It is the hirer’s responsibility to ensure that the alarm is
HEATHCOTE CAMPUS
VENUE HIRE TERMS & CONDITIONS

de-activated and re-activated properly. **Penalties will apply if security personnel are called out.**

Keys must be returned promptly after the function – for your convenience a locked drop-box (via the brass letterbox flap) is located at the doorway to Administration House, available 24hrs/7days.

**Smoking**
There is no smoking within the buildings at any time. The use of sparklers, smoke machines, candles or naked flames within any of the Heathcote rooms is **strictly prohibited.**

**General**
- These rooms are **not available for hire for 18th or 21st birthdays.**
- Council regulations require all functions to finish by no later than 11.30pm.
- The hirer is responsible for the good order and decent behavior of all those present, leaving the building locked, clean and secure.
- Hirers must apply and obtain permission from the City of Melville in order to erect marquees or other fixed features.
- Items are not to be stuck on the walls.
- Hirers must keep noise at a respectable level and not unduly impact on other site users and neighboring residents.
- If a security callout is required or a smoke alarm is falsely activated due to any breach of the conditions outlined above, you will incur the full cost and this amount will be deducted from your bond.

The Management reserves the right to:
- Refuse any application
- Cancel any bookings
- Retain bond to cover additional cleaning time and costs, time penalties, lights/heating left on, security call outs, any damage to the premises and key replacement (see attached “Reasons for Bond Detainment” document)
- Retain bond (where appropriate) for any other reason that has not been mentioned on this sheet.

**Please note:** For weekend and public holidays – all bookings/hirers will be jointly accountable for cleaning and damage costs.

**“It is the hirer’s responsibility to check the existing condition of the venue at booking and on arrival, reporting any anomalies immediately to 9218 7290 or after hours to the contact no.’s listed on the security code card issued with the room key.”***

Thank you for your cooperation.

Challenger Short Courses
Ph. 9218 7290  Fax: (08) 9218 7291
Email: adulteducation@challenger.wa.edu.au

---

**HIRERS ACCEPTANCE OF CONDITIONS**
(Please have hirer read and sign/giving them a copy – we retain original.)

<table>
<thead>
<tr>
<th>PRINT FULL NAME</th>
<th>DATE OF BOOKING</th>
<th>ROOM/BUILDING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I have read the above conditions and as the room hirer acknowledge acceptance in relation to my booking.

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>