

# INFORMATION AND CULTURAL EXCHANGE VENUE HIRE AGREEMENT TERMS AND CONDITIONS

## **CANCELLATION POLICY**

Hire cancellations must be made a minimum of 5 business days prior to date of hire. Cancellations made with less than 5 business day's notice may be subject to a cancellation fee of 10% of the total hire cost.

## **VENUE SAFETY AND SECURITY BRIEF**

I.C.E will brief hirer in relation to the safety and security protocols in place in the venue.

## **PAYMENT**

Payment for venue hire is to be made prior to the booking date via EFT, credit card or cash payment.

## **IDENTIFICATION**

Photo ID is required to hire the venue. I.C.E will keep a photocopy of the hirer's ID for our records.

## **VENUE CONDITION**

The hirer is responsible for ensuring that the venue is:

- Used in a responsible and safe manner
- Kept and left clean and tidy at all times
- The hirer must report any faults, damage or difficulties with the venue to I.C.E as soon as possible
- The hirer will be charged for repair or replacement costs in the case of damage and for any security call-out fees.

## **CLEANING AND MAINTENANCE OF SPACE**

- If a hire event has more than 50 attendees an additional cleaning charge may apply
- Additional bin collection charge may apply if event generates a large amount of rubbish

## **AFTER HOURS AND WEEKENDS**

**Access:** Hirers may be allocated a security pass at the discretion of I.C.E. The person named on the hire agreement is responsible for the pick up and return of this pass. A \$50 cash deposit is required for this pass. The deposit will be returned on return of the token to I.C.E.

**Staff Fee:** Hirers may be required to have a staff member onsite for the duration of their booking. This is charged at a rate of \$60 per hour. Any hires that run over their allocated booking time will be charged for a further hour. The minimum call time is 3 hours.

**Security:** I.C.E has an alarm system and security CCTV. The person named on the hire agreement will be given an alarm code during their induction to the space. Only those with bookings may enter the building on weekends and after hours. The door must not be left or propped open for any reason.

## **MULTIPLE USERS**

I.C.E has a number of spaces that can be used by different groups simultaneously. All users of the venue are to show courtesy and respect to all other users at all times. All authorised users will have an access token and alarm code. Please do not let strangers into the building for any reason.

## **SOUND AND LIGHT TRANSFER**

I.C.E is designed as an affordable and flexible venue. Please note the following:

- There can be some sound transfer between spaces. Please consider other users of the space in regards to noise levels. Noise from outside the building, such as traffic, can be heard inside the building
- The space cannot be fully blacked out
- Due to the tin roof it can be quite loud in the venue when it is raining

## **INSURANCE**

Injury caused to a member of the public due to I.C.E's negligence is covered under I.C.E's Public Liability Insurance. The hirer is not covered under I.C.E's Public Liability Insurance for injury caused due to the hirer's negligence. It is required that the hirer have a Public Liability Insurance (minimum \$10 million).

Both the hirer and I.C.E hereby indemnify and covenant to keep indemnified the other party, its officers, employees, agents and contractors, volunteers and representatives from and against all liability for death of or injury to persons or loss of or damage to property and all actions, claims, demands, losses, damages, costs (including legal costs and expenses) arising from their respective negligent acts or omissions, including the negligent acts and omissions of their respective servants, agents, contractors, employees, invitees or licensees, in carrying out their responsibilities and obligations under this agreement.



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## VENUE HIRE AGREEMENT

NAME:

MOBILE:

EMAIL:

ORGANISATION:

ABN:

ADDRESS:

SUBURB:

POSTCODE:

STATE:

Have you hired space at I.C.E before?

Yes

No

Space:	Audio Recording Studio	Video Editing Suite	Meeting Room	Event Space
	Green Screen Room	Training Lab	Foyer Space	Small Meeting Room

DATES: (dd/mm/yy)

TIMES:

Do you require technical assistance from I.C.E staff?

Yes

No

Details if yes

Expected number of people attending?

Does your group have specific access requirements?

Will there be catering at your event?

Yes

No

How did you hear about ICE as a venue?    Word of mouth    I.C.E website    Social Media

Public Liability (please email a copy)

Yes

No

Declaration:

***I have read and understand the above Terms and Conditions and agree to be bound by them.***

NAME:

DATE: