

## CONDITIONS OF HIRE

Gurehlgam Corporation Ltd Trading as Yarrowarra Aboriginal Cultural Centre Terms & Conditions are commonsense and are designed to protect the hirer/user. Traditionally Aboriginal culture was aimed at taking care of each other. By adhering to the following Terms & Conditions, the hirer/user is showing their respect for Aboriginal Culture and for each other.

### **The Yarrowarra Aboriginal Cultural Centre includes:**

- Nuralamee – Conference & Accommodation Centre
- Wadjar Art Gallery
- Jalumbo Keeping Place

### **The Hirer must:**

- Be 18 years or over
- State precisely the type of activity to take place in the Centre.
- Adhere strictly to the hiring hours.
- Under no circumstances enter any areas other than the area hired and common areas.
- Recognise and respect the Centre as a place of Business and the necessary sharing of facilities.
- Ensure their activities do not affect the safety of or intrude on other business, staff and surrounding residents.
- Immediately inform the Centre Management of any safety issues or identified hazards.
- Not tamper with any device or system designed for use in an emergency such as fire extinguishers or fire hose reels.
- Ensure all lights, air conditioners and electrical equipment is off and all windows and doors are closed when leaving the building and where required, gates closed padlocked, and the alarm activated.
- Hires are responsible for leaving the area clean and tidy.

### **Booking Confirmation, Hire Fees and Bond**

- Fees are per Yarrowarra Aboriginal Cultural Centre and charges schedules from Centre Management. All charges are per hour or part thereof.
- Please note that fees and charges are subject to change, generally from the 1 July each year.
- When catering is arranged through the centre, final numbers for the catering must be provided at least 72 hours prior to the event.

- Please advise any special and specific dietary requirements – if you do not, Gurehlgam Corporation Ltd T/A Yarrowarra Aboriginal Cultural Centre accepts no responsibility for any adverse reactions to foods served and consumed.
- Any tentative booking that is not confirmed in writing fourteen (14) days prior to the event will lapse.
- Short-notice bookings (less than fourteen days) MUST be confirmed in writing at the time of booking.

### **Cancellation of Booking**

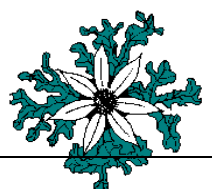
- A written cancellation MUST be provided seven (7) days prior to the event.
- Any cancellations less than seven (7) days or not in writing will be changed at the full-agreed fee including catering options
- Any monies that maybe due to be refunded will be a Direct Deposit
- In exceptional circumstances, and subject to a written submission being received, this may be waived at the discretion of Centre Management.

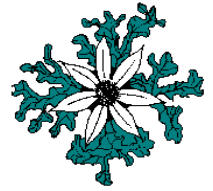
### **Direction from staff**

- The hirer agrees to act in accordance with the Yarrowarra Aboriginal Cultural Centre staff as directed.
- The Yarrowarra Aboriginal Cultural Centre reserves the right to require a staff member to be in attendance at events, particularly after hours. An hourly fee for staff will be charged to the hirer accordingly.

### **Access to the Centre**

- Yarrowarra Aboriginal Cultural Centre staff are in attendance Monday to Friday from 9.30am to 5.00pm.
- The Centre is available for use 7 days a week.
- The set up and removal of all Hirers goods, materials and equipment are to be carried out within the booked times, unless alternate arrangements have been discussed with Centre Management prior to the event.
- The premises must be vacated and secured by all patrons within thirty (30) minutes of the expiration of the booking time and left in a clean state.





## CONDITIONS OF HIRE

### Use of Kitchen

- Use of Centre kitchens are very limited and only by prior arrangement with Centre Management and it is recommended that any hirers choosing to bring in caterers inspect kitchen facilities before the event.
- The kitchen and equipment used to be thoroughly cleaned after use. This includes the removal of all unconsumed food and drinks within the booked times unless alternate arrangements have been discussed with Centre Management prior to the event. Please respect this privilege and ensure that you thoroughly clean all kitchen equipment, crockery and utensils prior to putting it away following use

### Conduct

- The hirer is responsible for the conduct of each and every person in attendance at the event and for the maintenance and preservation of goodwill generally. Should it become necessary for the hirer to leave the facility during the event he or she must nominate a responsible person to act on his or her behalf.
- Children must be supervised at all times by a responsible adult at an appropriate adult to child ratio.
- The Yarrawarra Aboriginal Cultural Centre will not tolerate disorderly or offensive behaviour.
- **\*\*\* NB \*\*\*** - Children aged 12 years and under who are staying overnight in the Nuralamee Accommodation MUST use a fully opened sleeping bag (fire regulations)

### Vacation of premises

- The hirer will be responsible for ensuring that the Yarrawarra Aboriginal Cultural Centre vacated by the scheduled times. If the Centre is not vacated by scheduled time, a surcharge will apply.
- Any extension of time must be negotiated with Centre Management.
- Vacation of Premises MUST be no later than 12.30pm unless by prior arrangement
- The hirer is responsible for the behaviour and the quiet departure of guests from the Centre.

### Damage and Breakages

- The hirer is responsible for full replacement costs of any breakages or damages to the building, its fittings and contents, and the surrounding grounds.
- All breakages must be reported to Centre as soon as possible.

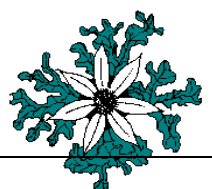
- The hirer must advise if the fire extinguishers have been used in anyway. If equipment is used in an irresponsible manner the cost of inspection and replenishing will be charged to your account.

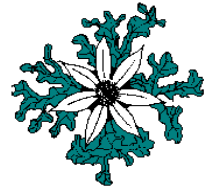
### Parking Noise and surrounding residents

- Noise must be no louder than an acceptable level according to law (not exceed background noise level by more than 5db (A) between 7am and 12am) No amplified music or noise after 12 midnight. Please respect our neighbours and encourage your guests to leave quietly.
- Vehicles should not obstruct access to driveway.

### Building Terms

- No activity shall start before 7.00am or continue past 12.00 midnight.
- Tables, chairs and other equipment (as requested) will be available for Hirers. This equipment is NOT to be removed from the allocated hire area and certainly not from the Centre facility.
- The Yarrawarra Aboriginal Cultural Centre can provide limited kitchen equipment, crockery, cutlery and utensils for use of hirers. Kitchen equipment, crockery and/or utensils are NOT to be removed from the facility without prior agreement with Centre Management.
- Internal promotion of a course/group is by negotiation. Advertising must not imply or represent that the views of a particular group are those of the Yarrawarra Aboriginal Cultural Centre.
- Toilets (including wheelchair accessible toilets) are located throughout the Centre.
- No animals allowed without prior approval of Centre Management. Exemptions apply to guide and hearing dogs.
- No bicycles, roller skates, blades, skateboards, football or soccer boots to be used / worn in the building/s.
- Electrical equipment brought into the centre MUST comply with the relevant Australian Standards. It is the responsibility of the hirer to ensure any privately owned electrical equipment has suitable electrical surge and overload protection.
- Emergency procedures – Please refer to Fire Equipment and Evacuation plan provided in all rooms. Fire Exit doors must be kept clear at all times.
- There must be no connection of or inference with the electrical installation or any other electrical property without the written permission of Centre Management.
- The Yarrawarra Aboriginal Cultural Centre does NOT assume responsibility for any belongings left on the premises.





## CONDITIONS OF HIRE

### **Cleaning**

- Preparation of food is only allowed in designated kitchen area/s (including BBQ areas).
- No food or drink to be eaten in accommodation rooms
- No food or drink should be left in the rooms.
- Rubbish to be disposed in bins provided in rooms.
- A cleaning fee (as per adopted Fees & Charges) may be incurred if the area hired is not left in a satisfactory condition.

### **Security**

- The hirer will be charged for any callout fees caused by unauthorised access.
- The hirer will be charged for any call outs from false triggers of the fire alarm ( Up to \$2000)
- The Yarrawarra Aboriginal Cultural Centre features a 24-hour remote monitored security system, comprising of alarms and constant surveillance by security patrols.
- Fire/Police/Ambulance emergencies only dial **000**.
- After Hours / Emergency Contact. (Numbers to be used for after-hours problems or emergency only)

### **Alcohol / Smoking / Drugs**

- No illicit drugs are permitted on premises.
- Yarrawarra Aboriginal Cultural Centre is a non-smoking environment. Adult smokers (over 18 years) may smoke on verandahs and in the outdoor BBQ areas (away from doors, diners, children and young people)
- Smokers, please use waste receptacles provided and not leave their cigarette butts laying around the venue site.
- Hirers wishing to have alcohol at their event **MUST** arrange relevant permits/licences and present evidence of these to Centre Management.

### **Displays**

- Displays are welcome as long as they are not fastened to the venue using permanent fixtures (nails, screws, pins etc) and will not damage the venue in anyway.
- All display material **MUST** be removed prior to departure
- The hirer will be accountable for any damage caused to the venues by the placement or removal of display material.
- No open flames, kerosene or spirit type lamps may be used in any part of the Centre.

### **Yarrawarra Aboriginal Cultural Centre**

- Reserves the right to:
  - Change Conditions of Hire
  - Deny access to any individual or Organisation (its members and /or staff)
  - To terminate any agreement, with any individual or organisation, (its members and /or staff) at any time.
  - In the event of any dispute or difference arising as to interpretation of conditions contained in this agreement, the decision of the Management of Yarrawarra Aboriginal Cultural Centre shall be final.

Your signature on the Hire Agreement is endorsement that you have read and fully understand these Terms & Conditions.

Without your signature, your booking cannot be confirmed.

Thank you

*Gurehlgam Corporation Ltd  
T/A Yarrawarra Aboriginal Cultural Centre*

\_\_\_\_\_  
Signature of Hirer

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Date

