

# THE **BOARDROOM**

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ON THE AVENUE

## Terms & Conditions Event Hire Information



12 Salonika Street, Parap

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## ABOUT THE BOARDROOM

The Boardroom is a premium, enclosed conferencing facility, specifically in place to benefit the owners and lessees of all commercial and retail space at The Avenue. It also provides other Territory businesses and individuals with a professional yet visually appealing space to host conferences, meetings and training sessions.

The Boardroom is located on Level 2 of The Avenue's Atrium event space and enjoys views of its 'Billabong' theme, stemming from The Avenue's Magpie Geese façade design. This view allows Boardroom users a glimpse of the special appeal of the Territory, as an increasingly important part of Australia.

The Atrium Boardroom includes;

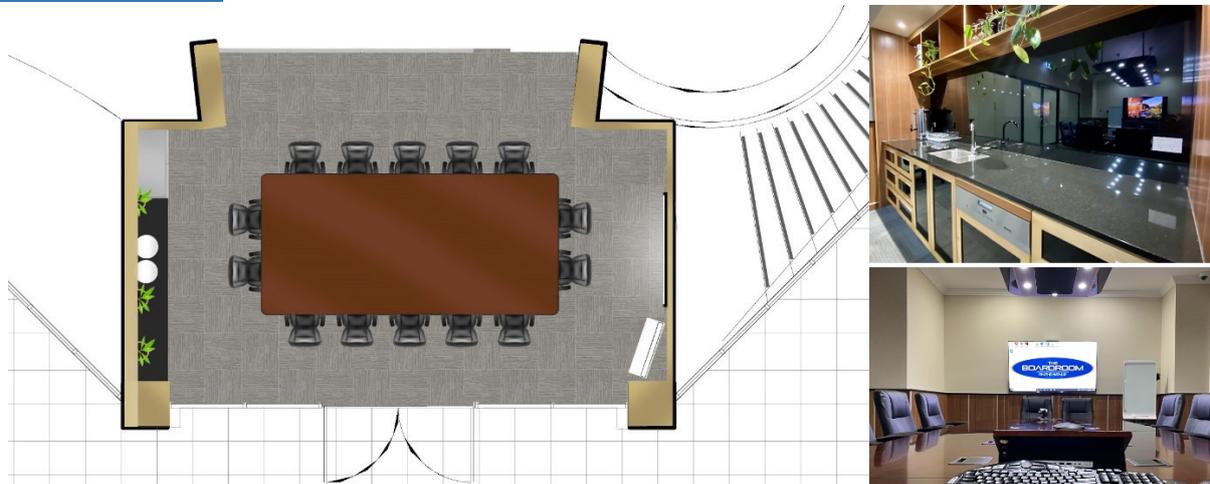
- ✈ Large conference table with seating for 14 (additional seating can be arranged)
- ✈ Kitchenette facilities, with double fridge, dishwasher, hot water urn and coffee machine
- ✈ Catering equipment (crockery, cutlery, glassware, tea service equipment)
- ✈ Automatic clear-to-opaque privacy glass on two sides
- ✈ 70" Smart TV with PC connectivity at the head of the conference table
- ✈ SmartKAPP Whiteboard with QR Code Bluetooth connectivity that can be sent to phone/PC
- ✈ High quality teleconferencing equipment with Zoom account connected
- ✈ Access out to level two of The Atrium as a break out space
- ✈ Access to High-Speed WiFi Service
- ✈ Access to 2 x unisex toilets within 5m of entry door
- ✈ Catering businesses onsite, available to deliver

## EVENT TYPES

Perfect for a variety of conference style events, including;

- ✈ Annual General Meetings / Committee Meetings
- ✈ Staff Meetings & Training
- ✈ Product Launches / Business Presentations
- ✈ Teleconferencing
- ✈ Staff Get-Togethers (Room fits 30+ at standing capacity)

## BOARDROOM LAYOUT



## TERMS & CONDITIONS OF HIRE & USE

### 1. PURPOSE OF HIRE

- 1.1 Organisations, groups or individuals hiring venues managed by Remmah Properties P/L, will only use the space for the stated purpose of hire.
- 1.2 The purpose of hire must be lawful and must be conducted in a manner that does not disrupt commercial occupants.

### 2. RESTRICTIONS

- 2.1 Special conditions may apply for boardroom events dependent on the expected clean up times.
- 2.2 For night and weekend events, foyers and bathrooms on level 2 must be returned to their former state and the room secured prior to vacating the premises.

### 3. TIMES OF HIRE

The period of hire shall commence and conclude strictly at the agreed times nominated on the 'Venue Hire Application Form' and the venue must be vacated promptly at the conclusion of the hiring period.

- 3.1 An extra charge will be imposed for any additional time used which is not booked in advance.
- 3.2 No bookings can be accepted past midnight.
- 3.3 Premises must be vacated no later than midnight, with foyers & foyer bathrooms cleaned prior to departure.
- 3.4 If the Hirer is found to have left these areas in a state of disorder by the time the site is attended the following day, an additional charge of \$100.00/hour for all necessary cleaning of common areas will be either deducted from the bond or added to the hire charges.

### 5. APPLICATION FOR HIRE & CONFIRMATION OF BOOKING

Once a 'Venue Hire Application Form' is received, Remmah Properties P/L, will confirm the booking via email, within seven (7) working days of receiving payment of the deposit. If you do not receive a confirmation after seven (7) working days, please contact us on 0447 067 416.

### 6. DISCOUNT RATE

Users can apply for a discount of the hire rate based on the Discount schedule. The Discount schedule is noted below and is subject to proof of your Classification;

#### **Classification A – Commercial Tenants & Owners**

100% discount of Booking fee  
 100% discount for up to 3 days or equivalent (36 hours lockout maximum) Hire Charge, per month  
 50% discount of hourly Hire rate thereafter  
 50% discount for set up of equipment

#### **Classification B - Registered Charities (Proof of Charity status must be confirmed)**

50% discount for Hire Fee in one single booking (with proof of Charity status)

#### **Classification C - Residential Tenants & Owners, Related parties of Commercial Tenancies, Family & Friends of Commercial Staff, related business of Commercial tenancies with referral letter from Owner/Tenant**

25% discount of Hire Fee for first 16 hours  
 50% discount of hourly Hire fee thereafter (per single booking)

#### **Classification D – Broadcasted or high visibility events (NTG Department / Industry Body events, Telecast events, Promotional/Social Events & Non-For-Profits)**

10% discount of Hire Fee for first 16 hours  
 25% discount of Hire Fee for each subsequent day in the single booking

#### **Classification E – Independent Third Parties & Private Events**

0% discount of Hire Fee for first 24 hours  
 25% discount on hourly Hire Fee thereafter in the single booking

## 7. PAYMENT ARRANGEMENT

Full payment is required within 48 hours of the agreed event set up time.

## 8. CANCELLATIONS

**8.1** Any cancellation will result in the Booking Fee being forfeited and retained by Remmah Properties P/L.

**8.2** In the event of a cancellation greater than seven (7) days before the event, the Hire Fee will be refunded within thirty (30) days of the cancellation.

**8.3** In the event of a cancellation less than seven (7) days prior to the event, the Minimum Hire Fee will also be forfeited and retained by Remmah Properties.

## 9. PAYMENT

Payments will be made via cash, cheque, credit card (Visa or Mastercard) or by direct bank transfer (EFT)

## 10. ACCESS

**10.1** Access to Venue will be schedule on the Access Control System based on the agreed Hire Times on the Venue Booking Form.

**10.2** If the Hirer elects to store any event equipment prior to the event (that doesn't require lockdown of the room) an access control fob will also be provided for the operation of the access control at the front door. The access fob must be returned prior to the bond being released. Additional access fobs are available on request but will require an additional bond of \$50 per fob.

**10.3** Foyer Entry Door - The Front Door Entry to the Foyer will remain on automatic operation for the period of the event. At the agreed end time of the event, the front door will return to its normal operation. If this is after normal business hours (8:30am to 6:00pm weekdays) an access fob will be required to open the door.

**10.4** Boardroom Doors - The Boardroom's automatic entry door will open at the agreed commencement time of the hire agreement and will remain open for the period of the event. At the agreed end time of the event, the front door will automatically close. Thereafter an access fob will be required to operate the door.

## 11. FURNITURE

**11.1** There is no charge for the use of the furniture.

**11.2** It is the responsibility of the Hirer to set up the furniture to meet the requirements of their event. On completion of the event, all furniture must be cleaned and return to its original state.

**11.3** Messy or hazardously stacked furniture will be re-organised and will incur an hourly rate to rectify.

## 12. SYSTEM SET UP

**12.1** If you have specific requirements for your event, such as teleconferencing needs, Remmah Properties P/L requires all directive on system use at least 3 days prior to the event to test and set up equipment.

**12.2** The PC system is not to be altered in any way. Any fault with the system after an event will incur an hourly rate to rectify which can be deducted from the Hirer's bond.

**12.3** No guarantees are provided that the PC systems will meet the requirements of the Hirer. Remmah Properties P/L accepts no responsibility for the operation of the PC systems

## 13. GOODS & EQUIPMENT SUPPLIED BY THE HIRER

**13.1** All goods and equipment provided by the Hirer (including catering equipment, decorations, leftover food and drinks, etc.) must be removed from the premises within the hire time.

**13.2** If the Venue is deemed unusable due items not being removed, the Hirer will be charged at an hourly rate until the items are removed as a continuation of their original event hire.

**13.3** Personal belongings and food items left overnight unattended in the venue will be at the Hirer's own risk.

**13.4** Remmah Properties will not be liable for damages or loss of any additional equipment hired by the Hirer from a Third Party.

## 14. PUBLIC LIABILITY INSURANCE

**14.1** All Hirers holding a public event or providing a public service to the community must provide evidence of their own public liability insurance to a value of \$10 million.

**14.2** Hirers will be required to provide a copy of their Public Liability Insurance prior to the event.

A Public Event is an event which is;

- Open to members of the public;
- That is advertised to the general public;
- Either free to attend or has an entry fee;
- Aimed to sell or promote goods or services (E.g., Tupperware Party)

A Private Event is an event which is;

- By invitation only. For example, a birthday party.

Private events would be adequately covered by The Body Corporate Public Liability Insurance. A \$5,000 excess is payable in the event of any claim made by Hirers.

## 15. CATERING

- 15.1** Any catering services provided within the Venue are subject to prior approval of Remmah Properties P/L  
All caterers must undergo a site induction by Remmah Properties P/L prior to provision of the service
- 15.2** Preparation of food is not to occur within the Venue
- 15.3** Preparation of food in the loading bay is not to occur without the prior consent of Remmah Properties P/L

## 16. ACCESS BY REMMAH PROPERTIES

The Hirer must allow un-restricted access to the venue at any time by Remmah Properties P/L staff on official business, as well as security officers or emergency officers.

## 17. EMERGENCY CALL-OUT

Remmah Properties P/L does not operate after hours or on weekends. Please ensure you have everything you need for your booking and have collected keys during business hours, as there is no after-hours customer service available and the emergency number does not cater for this.

Emergencies are classified as:

- The Hirer cannot gain access to the premises (eg. Key won't work or door lock broken)
- Property or building damage which requires immediate repair. Emergency repairs would include emergency situations (E.g., fire, flood, gas leak), damages that affect building security (E.g., broken window or door lock) or issues that will likely result in further damage (E.g., fast water leak, etc)
- A Fire Alarm or Evacuation of the Building occurs.

## 18. RUBBISH

- 18.1** The Hirer is responsible for removing all rubbish from the Venue
- 18.2** The Hirer is not to use the rubbish bins within the development which are provided for tenants.
- 18.3** A rubbish service is available from Remmah Properties P/L if required

## 19. LOADING BAY

- 19.1** The loading bay behind The Venue is available for the short-term use of The Hirer to provide access for delivery of goods and equipment, assuming no other events are being held in The Atrium at the same time.
- 19.2** The loading bay can be used at the time of the event in conjunction with the event (I.e., for food service)
- 19.3** The Loading bay must be left in a clean and tidy state after use
- 19.4** Areas of the loading bay are available for use by smokers, however The Hirer must ensure all cigarette butts are disposed of in the ashtrays or in provided rubbish bins, after ensuring they are full extinguished.

## 20. CLEANING

- 20.1** Cleaning must be completed within the period of hire as agreed in the 'Venue Hire Application Form'
- 20.2** The premises must be left in a clean and tidy condition with floors vacuumed and furniture wiped down

## 21. DECORATIONS

- 21.1** The erection of decorations is permitted on the condition that they do not damage/mark the Venue.
- 21.2** Extreme care should be taken that decorations do not present a fire hazard.
- 21.3** Handbills, posters and other advertising materials are not permitted within or outside any Venue without the written consent of Remmah Properties P/L.

- 21.4** If decorations are not removed or damage from decorations is caused, the cost of removal will be deducted as detailed in the security bond section of the hire agreement.
- 21.5** Glitter, party-poppers and smoke machines are not permitted due to the likelihood of activating the beam smoke detectors.

**22. SOCIAL MEDIA**

Parties must not be advertised on Facebook, Twitter or any other form of social media.

**23. FIRE ALARMS**

The Hirer is responsible for bearing the full cost of a NT Fire Services call-out in the event of a false alarm activated due to activities within the Venue during The Hirer's event.

**24. RESTRICTIONS TO NUMBERS**

- 24.1** To satisfy fire regulations, the maximum capacity for each event is required on the application.
- 24.2** Strict adherence to this capacity must be maintained.
- 24.3** If this term is breached, a fee may be charged from the Hirer's bond

**25. SMOKING**

- 25.1** Smoking is NOT permitted inside the building or within five (5) metres of any doorway.
- 25.2** Clean up of cigarette butts from garden beds, common areas or in the front external area will incur a cleaning fee from the Hirer's bond.

**26. ALCOHOL CONSUMPTION**

- 26.1** Alcohol consumption is permitted in accordance with relevant regulations.
- 26.2** If The Hirer provides alcohol or permits alcohol to be consumed at their event, they do so at their own risk. The sale of liquor without an appropriate license is illegal and therefore strictly prohibited in any Venue.
- 26.3** The consumption of alcohol by minors is not to occur on the premises

**27. NOISE RESTRICTIONS**

Please be aware that all venues are in a commercial area and due consideration must be given to nearby commercial occupants for events held during business hours (6:00am – 6:00pm weekdays)

**28. DAMAGES**

- 28.1** Damages that occur to the premises during the time of hire must be reported to Remmah Properties P/L as soon as possible on the first working day following the hire.
- 28.2** For any damage incurred by The Hirer or one of their guests, the cost of repairs will be deducted from the Hirer's bond.

**29. ILLEGAL ACTIVITY**

If any activities in or around any Venue instigate the attendance of the Police (during hire or thereafter), a fee may be charged as detailed in the security bond section of the Hire Agreement.

**30. SECURITY AND SAFETY**

The Hirer is responsible for the security and safety of themselves, their guests and the building and grounds during the time of hire. The Hirer is also responsible for the behaviour of guests at their event.

**31. EXTREME EMERGENCIES**

In case of fire at premises or if Police are required to attend event, The Hirer must phone 000 as first point of contact.

## COST SCHEDULE (Inc. GST)

<b>Bond for Standard Hire</b>	<i>Fully refundable assuming no additional costs are accrued</i>	<b>\$100.00</b>
<b>Boardroom Hire Fee (Min.)</b>	<i>Minimum 3 hour hire fee</i>	<b>\$100.00</b>
<b>Boardroom Hire Fee</b>	<i>Hourly rate after first 3 hours</i>	<b>\$20.00/hour</b>
<b>Booking Fee</b>	<i>Non-refundable booking fee</i>	<b>\$50.00</b>
<b>Storage Fee</b>	<i>Equipment stored pre/post event in nominated location</i>	<b>\$50.00</b>
<b>Zoom Call Set Up</b>	<i>Set Up of Zoom Call for detail distribution prior to event</i>	<b>\$30.00</b>
<b>High Speed WiFi</b>	<i>High Speed WiFi Service (Username &amp; Password supplied)</i>	<b>\$20.00/day</b>
<b>Waste Removal Service</b>	<i>Removal of waste from room/ Hire of 380L for use in Basement 1</i>	<b>\$10.00</b>
<b>Tea &amp; Coffee Service</b>	<i>Tea, Coffee, Hot Chocolate, Sugar, Cups, Stirrers, milk, biscuits</i>	<b>\$1.85 pax</b>
<b>Cleaning Service</b>	<i>Post-event cleaning service – Business Hours Post-Event Cleaning Service – After Hours / Weekends / Holidays</i>	<b>\$50.00/hour \$100.00/hour</b>
<b>Whiteboard Hire</b>	<i>SmartKapp Whiteboard Hire</i>	<b>\$20.00/day</b>
<b>Bond – Excess Hours</b>	<i>Use of The Boardroom venue outside of agreed hire period</i>	<b>\$30.00/hour</b>
<b>Bond – Carpet Cleaning</b>	<i>Carpet Cleaning of the venue due to spillage during event</i>	<b>\$60.00/hour</b>
<b>Bond – After Hours Call Out</b>	<i>After Hours call out to event due to [reason]</i>	<b>\$100.00/hour</b>
<b>Bond – Paint &amp; Patch</b>	<i>Paint &amp; patch for damages to venue during event</i>	<b>\$100.00/hour</b>
<b>Bond – IT Repair</b>	<i>IT Maintenance due to misuse of systems during event</i>	<b>\$90.00/hour</b>
<b>Bond – Replacement Fob</b>	<i>Replacement of Access Fob supplied to Hiree, not returned / lost</i>	<b>\$50.00</b>

## CONTACTS

Event Management	Remmah Properties	<b>(08) 8943 9922</b>
<b>Event Co-Ordinator</b>	Maureen Livingstone, Remmah Properties	<b>0447 067 416</b> <a href="mailto:events@remmah.com.au">events@remmah.com.au</a>
Accounts	Julie Willison, Remmah Properties	<a href="mailto:accounts@remmah.com.au">accounts@remmah.com.au</a>
Emergency After Hours	Christie Osborne, Remmah Properties	<b>0422 251 479</b>
	Kerry Osborne, Remmah Properties	<b>0418 897 218</b>