

# THE **ATRIUM** ON THE AVENUE

## Terms & Conditions Event Hire Information



12 Salonika Street, Parap

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## ABOUT THE ATRIUM

The Atrium is a premium, enclosed multi-function, multi-level space similar in size to a tennis court, specifically in place to benefit the owners and lessees of all commercial and retail space at The Avenue which can be hired out after hours and weekends for the Darwin public.

The space was designed with a stunning Territory theme which provides Territory businesses with a unique environment that will directly benefit the marketing of both their business, and of the Territory, particularly to interstate and international clients.

The 'Billabong' theme of The Atrium stems from The Avenue's Magpie Geese façade design and perfectly epitomizes the special appeal of this increasingly important part of Australia.

With ceilings over 11m high, a raised stage, extensive indoor gardens, 3 tiers of verandas and large skylights to provide natural light, The Atrium delivers a visual feast. Encompassing the classic billabong imagery of water, plants, greenery and the perennial, 'dead but not gone' Australian gumtree. The scene is complemented by a flight of Magpie Geese, sculpted in stainless steel by indigenous artist Wayne 'Liwingu' McGinness. These six magnificent pieces each boast a wing span of six feet and their intricate detail makes them true works of art. The Atrium stage, a representation of a peer floating out on the water, sits prominently at the end of the space and provides a presentation platform in a stunning theatrical environment.



The Atrium also includes a dedicated Boardroom fitted with all the necessary equipment for conferencing both in person and online.

## EVENT TYPES

### *Business Functions & Special Events in The Atrium*



Presentations



Guest Speakers



Weddings & Ceremonies



Birthdays & Anniversaries



Product Launches



Corporate Dinners



Charity Events & Shows



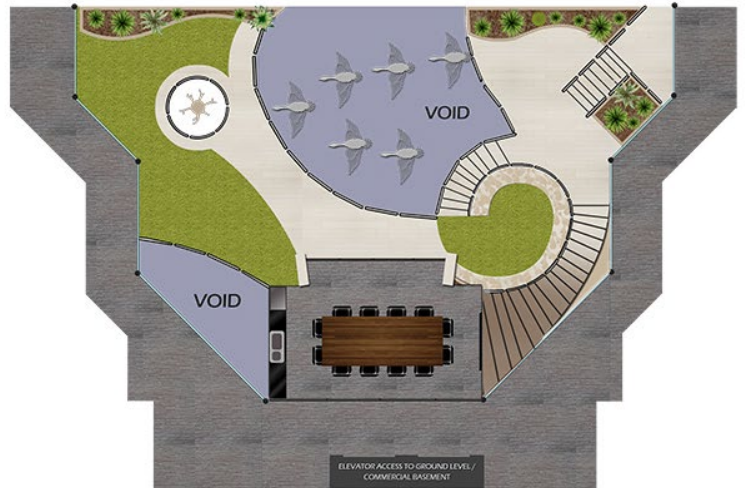
Baby Showers & High Tea



## ATRIUM LAYOUT



**Ground Floor**



**Level 2**

## EQUIPMENT & FURNITURE (Included)

### 120" TV Screen

Set Up required - PC Connectivity/AirDrop/ AppleTV/ Chromecast/ HDMI

### 60" TV Screens

HDMI connectivity or USB connectivity

### Podium Screen

Provide artwork @ 2030 x 1128 px or request standard set up

### Welcome Screen

Provide artwork @ 7000 x 4020 px or request standard set up

Examples:



**Speakers Lectern Screen**



**Welcome Screen in Foyer**

### Chairs

80 x chairs. Any additional seating required will need to be outsourced

### Large Tables

8 x round tables (to seat 10 people)

### Sitting cubes

20+ assorted coloured, casual seating cubes

### Small tables

12 x 1m diameter low seating tables

### Kitchenette

Includes; Fridge, sinks, benchtop, urn, water cooler

## 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 tenants or residential occupants.

### 2. RESTRICTIONS

- 2.1 Special conditions may apply for social events dependent on the expected clean up times.
- 2.2 For late night events, the Main Foyer, Front Entry to the Foyer and Foyer Bathrooms must be returned to their former state prior to vacating the premises.

### 3. SPORTING TEAMS

- 3.1 Sporting Team events are not allowed, unless pre-approved directly by the Commercial Body Corporate.

### 4. 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.

- 4.1 An extra charge will be imposed for any additional time used which is not booked in advance.
- 4.2 No bookings can be accepted past midnight.
- 4.3 Premises must be vacated no later than midnight, with foyers & foyer bathrooms cleaned prior to departure.
- 4.4 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 for all necessary cleaning of common areas will be either deducted from the bond or added to the hire charges, at the rate listed in the schedule of fees at the time of hire.

### 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, The Avenue's Body Corporate Schemes**

100% discount of Booking fee  
100% discount for up to 3 days or equivalent (36 hours lockout max.) 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 Occupant/Owner, Assoc. Party of Classification A (with referral from Owner/Tenant)**

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

#### **Classification D Broadcast/ High visibility event, NTG/ Industry event, Telecast event, Promo/Social Events & NFP**

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**

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 The Atrium or The Atrium Boardroom 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 and store room 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 5:00pm weekdays) an access fob will be required to open the door.
- 10.4** Atrium Doors - The Atrium 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.
- 10.5** The service door from the Loading Zone to The Atrium is operated by access control.

## 11. FURNITURE

- 11.1** There is no charge for the use of the furniture. It is stored in the storeroom adjacent to the stage.
- 11.2** It is the responsibility of the Hirer to set out and pack down the furniture to meet the requirements of their event. On completion of the event, all furniture must be cleaned and return to the storeroom and stacked neatly. At all times access it required past the stacked furniture to the Electrical Switchboards and light switches in the rear corner of the storeroom.
- 11.3** Messy or hazardously stacked furniture will be re-organised and will incur an hourly rate to rectify.

## 12. AV SYSTEMS

- 12.1** The AV System require set up by Remmah Properties P/L, at a set rate, per the Cost Schedule
- 12.2** Remmah Properties P/L requires all directive on AV System use at least 3 days prior to the event to test and set up equipment.
- 12.3** The AV system is not to be altered in any way. Any fault with the AV system after an event will incur an hourly rate to rectify which can be deducted from the Hirer's bond, at the rate listed in the schedule of fees at the time of hire.
- 12.4** No guarantees are provided that the AV systems will meet the requirements of the Hirer. Remmah Properties P/L accepts no responsibility for the operation of the AV systems

## 13. GOODS & EQUIPMENT SUPPLIED BY THE HIRER

- 13.1** All goods and equipment provided by the Hirer (including music equipment, speakers, jukeboxes, 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 Atrium.
- 18.2** The Hirer is not to use the rubbish bins within the development which are provided for the use of the tenants.
- 18.3** A rubbish service is available from Remmah Properties P/L and bins can be provided to the loading bay area behind The Atrium.

#### 19. LOADING BAY

- 19.1** The loading bay behind The Atrium is available for the short-term use of The Hirer to provide access for delivery of goods and equipment.
- 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, swept and mopped.

## 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, at the rate listed in the schedule of fees at the time of hire.

## 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 residential area and due consideration must be given to nearby residents

## 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, at the rate listed under Call Outs in the schedule of fees at the time of hire.

## 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 and call the Event Co-Ordinator on the number supplied.



## COST SCHEDULE (Inc. GST)

<b>Bond for Standard Hire</b>	Fully refundable assuming no additional costs are accrued	<b>\$400.00</b>
<b>Bond for Associated Party</b>	Fully refundable assuming no additional costs are accrued	<b>\$250.00</b>
<b>Atrium Hire Fee</b>	Minimum 3 hour hire fee	<b>\$200.00</b>
<b>Atrium Hire Fee</b>	Hourly rate after first 3 hours	<b>\$35.00/hour</b>
<b>Booking Fee</b>	Non-refundable booking fee	<b>\$50.00</b>
<b>Storage Fee</b>	Equipment stored pre/post event in nominated location	<b>\$50.00</b>
<b>Furniture Set Up</b>	Furniture Set Up as directed for event Furniture Pack Up after event	<b>\$50.00</b> <b>\$50.00</b>
<b>PA Set Up Only</b>	Set up of Microphones (Lapel, headset, handheld)	<b>\$30.00</b>
<b>AV Set Up Only</b>	Set up of Video wall as directed (inc. use of apps)	<b>\$50.00</b>
<b>Teleconferencing Set Up</b>	Set up of teleconferencing equip. as directed + Zoom Call	<b>\$100.00</b>
<b>High Speed WiFi</b>	High Speed WiFi Service (Username & Password supplied)	<b>\$20.00/day</b>
<b>Waste Removal Service</b>	1 100L Full-size Bins (General, Co-Mingle or Paper) 380L Wheelie Bin (General, Co-Mingle or Paper)	<b>\$24.75</b> <b>\$10.00</b>
<b>Tea &amp; Coffee Service</b>	Tea, Coffee, Hot Chocolate, Sugar, Cups, Stirrers, milk, biscuits	<b>\$1.85 pax</b>
<b>Cleaning Service</b>	Post-event cleaning service – Business Hours Post-Event Cleaning Service – After Hours / Weekends / Holidays	<b>\$50.00/hour</b> <b>\$100.00/hour</b>
<b>Whiteboard Hire</b>	SmartKapp Whiteboard Hire	<b>\$20.00/day</b>
<b>Bond – Excess Hours</b>	Use of The Atrium venue outside of agreed hire period	<b>\$50.00/hour</b>
<b>Bond – Carpet Cleaning</b>	Carpet Cleaning of the venue due to spillage during event	<b>\$60.00/hour</b>
<b>Bond – After Hours Call Out</b>	After Hours call out to event due to [reason]	<b>\$100.00/hour</b>
<b>Bond – Paint &amp; Patch</b>	Paint & patch for damages to venue during event	<b>\$100.00/hour</b>
<b>Bond – IT Repair</b>	IT Maintenance due to misuse of systems during event	<b>\$90.00/hour</b>
<b>Bond – Replacement Fob</b>	Replacement of Access Fob supplied to Hiree, not returned / lost	<b>\$50.00</b>

## CONTACTS

Event Management	Remmah Properties	<b>(08) 8943 9922</b>
Event Co-Ordinator	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 Kerry Osborne, Remmah Properties	<b>0422 251 479</b> <b>0418 897 218</b>