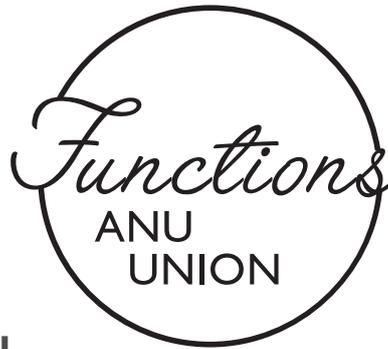


ANU Union Functions Terms and Conditions



Responsible service of alcohol

The venue strictly complies the Responsible Service of Alcohol regulations. The Function staffs are instructed not to serve any alcoholic beverages to guests under the age of eighteen (18) years, or to guests in a state of intoxication.

The Venue's policy is to serve guests in a responsible, friendly and professional manner. The right to discontinue liquor service is reserved by the Venue.

For all beverages served on consumption, a consumption report must be sighted and signed off by the Organiser or other party arranged by the Organiser. Should this not be signed, the Venue has the right to charge based on the consumption recorded without dispute.

Occupational health and safety requirements

a. The Venue cannot allow any of its employees to install or operate any equipment supplied by Organiser or third parties. If the Organiser has hired equipment from an outside firm for use during their function, it is the Organiser's sole responsibility to install and operate such equipment or arrange for the outside firm to install and operate.

If a function requires the serving of food and drinks into the room being used with the above-mentioned equipment, then the Organiser must sign an indemnity form to hold harmless the Hotel operator, the building owners and Venue staff.

Cancellation policy

Notification of all cancellations is required in writing. The following charges will apply to all cancellations

Date of Cancellation	Cancellation Charge
More than 12 weeks prior to event	Deposit Retained
Less than 12 weeks prior to event	25% of the total booking
4 weeks prior to the event	50% of total booking
2 weeks prior to event	75% of total booking
Less than 7 business days prior to event	100% of total booking

****Note that the venue has the right to cancel any event at any given time. The venue will refund 100% of the booking fee on such occasion. ****

Security

If the Venue has reason to believe that a group will affect the smooth running of the venue's business, staff, security or reputation, it reserves the right to cancel the group, and remove any disruptive individuals.

For the security & safety of your guests one security guard for every 100 guests will be required during any event where alcohol is consumed. Costing for this service will be provided in your proposal.

Responsibility

The Venue does not accept responsibility for damage to or loss of the Organiser's property left at the Venue prior to, during or after a function. Organisers are financially responsible for any damage sustained to the Venue's fittings, property or equipment by clients, guests or outside contractors prior to, during or after a function.

Venue hire

Venue hire charges are applied to all functions unless otherwise negotiated and approved. Hire charges are based on the time frame and number of guests.

F&B consumption

The ANU Union Inc. does not accept food or beverage to be bought onto the premises or taken out of the premises for any functions/events.

The venue or its contracted caterer will not be held liable for any public liability claims that arise by the organiser or any of their guests getting food poisoning as a result of not abiding by this.

Final numbers

Final numbers are required in writing no later than 14 business days prior to the event start date. The confirmed number will be the minimum number charged.

Payments / Confirmation

50% (from the total function booking cost) is required when you confirm your booking. Tentative holds will be in place for 5 working days & will be automatically released if not confirmed.

The balance 50% payment is due 14 business days prior to the event date at the same time that you confirm final numbers.

Final confirmation of your function/event will be determined by approval from ANU Functions on Campus, this may take up to 2 weeks after full payment has been received. This approval is at the sole discretion of the ANU.

Laws and regulations

At no time will the Organiser commit any act or permit its employees, agents, or invitees to commit any act that is illegal, noisome or offensive or is in breach of any statutes, by laws, orders, regulations or other provisions having the force of the law including but not limited to the venue's liquor license and fire regulations.

Signage

Nothing is to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the building. No banners/signage is to be hung from the roof at any time. Signage in the venues public areas is to be kept to a minimum and must be approved by the Events Manager.

Audio visual

a. All audio must go through the venue's in-house PA system (i.e. – DJ decks, laptops, etc). Strictly no form of amplifiers/amplified devices, speakers can be brought into/used at the venue.

Entertainment can only be in the form of a DJ, or clients selection of music streamed through your own device (i.e. – laptop, iPod) all of which must strictly be connected via our in-house PA system. Acoustic music acts (Non amplified live music) is also an option, the only amplification can be the signers voice through one of our in-house mics, all other instruments cannot have any form of amplification.

It is the clients responsibility to organise for a site inspection with the Events Manager well in advance of the event date to check on how your devices (i.e. – laptop, ipod, DJ deck, etc) will connect/work with our in-house PA system and acquire/bring the relevant connectors on the day of the event.

b. Where the Organiser is supplying and using their own visual equipment this equipment is to be maintained in a safe manner at all times. All electrical equipment (i.e. – visual/lighting) brought on and used at The Venue must be safety tagged to ensure it is safe for operation.

c. If the Organiser is supplying their own audio visual equipment, including computers and data projectors or hiring from outside the audio visual companies, then the Organiser acknowledges and agrees that:

i. The Venue because of legal restraints and Work cover safety requirements cannot install or operate said equipment.

ii. The Organiser is totally responsible for all aspects of installing, interfacing and using said equipment.

iii. Under the laws of the Commonwealth if you supply equipment in a public venue for public use you are required by law to prove that the equipment you supplied has been safety inspected and legally 'tagged' by a certified electrician that said equipment is safe to operate.

iv. If the equipment you supply does not meet these requirements your public liability insurance cover is void for the event/function.

d. All music (& amplified noise) MUST stop at 10.20pm for events.

e. No form of music (amplified/non amplified) is allowed in any of the 2 courtyards. Some lighting may be allowed only with prior approval by the Events Manager.

Time frames

1. All events are for a maximum time frame of 3.5 hours with a cut off time of 10.50pm & the earliest start time of 7.30pm.

2. Service of beverage/bar will stop at 10.30pm

3. Any third party suppliers (i.e. – lighting, event stylists, DJ's, etc) will have 30 minutes after the function end time to pack up their equipment & load out of the venue. Any equipment left behind is not the responsibility or liability of the venue.

If suppliers are not able to pack up & load out in this time frame, it is the responsibility of the organiser to liaise directly with the suppliers to pack-up/load out their equipment between 7.30am – 8.30am on the following business day.

4. The organiser will be charged a delay/late fee determined by the venue if an event was to go over the

end time, or if the organiser's contractors/suppliers were to delay on the pack up/load out time frame.

5. Guests cannot access the 2 courtyards after 9.50pm, with the exception of if there is an emergency evacuation.

No Smoking

The ANU Union and the ANU is a strictly no smoking premises. While there is adequate signage at the venue and the two court yards, it is the responsibility of the organiser to ensure that your guests strictly abide by this regulation. Guests that do not abide by the regulation may be evicted from the venue.

Release and indemnity

1. The Organiser releases the venue from, and agrees that the venue is not liable for, liability or loss arising from, and cost or expense incurred in connection with damage, loss, injury or death to or of any person or property at the venue Premises, except to the extent it is caused or contributed to by the wilful or negligent act or omission of the venue.

2. The indemnifies the venue against any claim, action, damage, loss, liability, cost or expense which the venue incurs or is liable for in connection with:

- a. any damage, loss, injury or death caused or contributed to by the Organiser;
- b. any damage, loss or arising out of or resulting from the booking;
- c. any default by the Organiser under these terms and conditions; or
- d. any fine and penalties which may be occasioned by the Organiser's breach of any applicable laws relating to the Bookings.

Name of the Organiser

Name of Company / Club / Society

Organiser's signature

Date