



# Western Centre for Health Research and Education (CHRE)

## Terms and Conditions

Western Centre for Health, Research & Education (CHRE)  
176 Furlong Road, St Albans 3021  
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Western Health  
WESTERN CENTRE FOR HEALTH  
RESEARCH & EDUCATION



## 1. Bookings

- 1.1 Fees apply to the use of the facilities and services. Rates are subject to confirmation at the time of booking.
- 1.2 All prices quoted are exclusive of GST.
- 1.3 **Any additional costs incurred during the event will be added to the invoice.**
- 1.4 Full Payment for room hire must be made 30 days from the invoice date..
- 1.5 A room cancellation made with 10 days before the booking date will result in a full refund minus \$200 admin fee. All cancellation will be required to be made in writing.
- 1.6 Tentative bookings will be held for 14 days only. WESTERN CENTRE FOR HEALTH RESEARCH AND EDUCATION (CHRE) reserves the right to cancel tentative bookings and allocate the venue to another client if contact is not made within 7 days of booking.
- 1.7 The minimum charge for room bookings is for ½ a day.
- 1.8 Hirers are responsible for any damage caused and are liable for any repair costs.
- 1.9 A cleaning fee of \$200 will apply if rooms are left in an unsatisfactory condition.
- 1.10 Requests for after-hours AV/VC Technician will only be fulfilled if personnel are available, and if so, will be charged at applicable overtime rates.
- 1.12 Requests for Building or Events Coordinator will only be fulfilled if personnel are available, and if so, will be charged at applicable overtime rates.
- 1.13 After-hours access to facilities will be provided by Western Health Security and will be charged at applicable overtime rates.
- 1.14 The Applicant acknowledges that the Terms and Conditions have been read and accepted when bookings are transacted by email, even in the absence of a written signature.
- 1.15 The Applicant must not assign or transfer the booking to another person or organisation.
- 1.16 Final Numbers for event and event schedules are required 7 days before the event.

## 2. Termination

- 2.1 WESTERN CENTRE FOR HEALTH RESEARCH AND EDUCATION (CHRE) may terminate this agreement immediately by notice to the Applicant if:
  - a) There is a real possibility that damage may be caused to the venue, its facilities or its equipment by the Applicant or that use by the Applicant may cause an injury; or
  - b) The Applicant uses or proposes to use the venue for an event that is illegal or contrary to law or may impact or tend to impact on the reputation of WESTERN CENTRE FOR HEALTH RESEARCH AND EDUCATION (CHRE).
  - c) There exists an emergency in the building, whether due to an actual or impending event, that has the effect of causing or threatening to cause loss of life, injury or distress to persons or danger to the safety of the public or destruction or damage to property; or
  - d) The use of the Venue for Hire is prohibited, obstructed or hindered by reason of the occurrence of any industrial action, strike, act of God or civil disorder.
- 2.2 Should the Applicant or any Attendee be responsible for the necessity to terminate any booking the Applicant shall be responsible for all fees as determined by WESTERN CENTRE FOR HEALTH RESEARCH AND EDUCATION (CHRE).

### 3. Use of Venue

- 3.1 The premises must only be used for the event set out in the Booking Form.
- 3.2 The Applicant must not exceed the capacity limitations of the venue as confirmed at the time of acceptance of the booking.
- 3.3 WESTERN CENTRE FOR HEALTH RESEARCH AND EDUCATION (CHRE) will not be held responsible for delays, postponements or cancellations of any event due to unforeseen circumstances and/or technical difficulties beyond the control of WESTERN CENTRE FOR HEALTH RESEARCH AND EDUCATION (CHRE). In the event of unforeseen circumstances that may affect power, lighting or access, WESTERN CENTRE FOR HEALTH RESEARCH AND EDUCATION (CHRE) will not be liable for any claim for compensation. Fees for use of the venue will be due and payable however rebate or full reimbursement may be negotiated.
- 3.4 Applicants using facilities must comply with WESTERN CENTRE FOR HEALTH RESEARCH AND EDUCATION (CHRE) security requirements. The Applicant must maintain a register of Attendees and make such register available to WESTERN CENTRE FOR HEALTH RESEARCH AND EDUCATION (CHRE) upon request.
- 3.5 Applicants are expected to ensure that all attendees are aware of and comply with WESTERN CENTRE FOR HEALTH RESEARCH AND EDUCATION (CHRE) policies on evacuation procedures.
- 3.6 The Applicant and Attendees must follow instructions given to them by WESTERN CENTRE FOR HEALTH RESEARCH AND EDUCATION (CHRE) staff members.
- 3.7 Actions of Attendees must not interfere or unduly inconvenience other users or WESTERN CENTRE FOR HEALTH RESEARCH AND EDUCATION (CHRE) staff or cause damage to the building, equipment, walls, fixtures or fittings. Attendees not complying with this will be requested to vacate the Premises.
- 3.8 The Applicant is responsible for leaving the Venue, kitchen and foyers clean and tidy after any refreshment break.
- 3.9 WESTERN CENTRE FOR HEALTH RESEARCH AND EDUCATION (CHRE) accepts no responsibility for food brought onto the premises by external parties.
- 3.10 Attendees must not leave the venue and enter other areas of WESTERN CENTRE FOR HEALTH RESEARCH AND EDUCATION (CHRE) policy, apart from amenities and kitchen facilities provided for the venue, unless an WESTERN CENTRE FOR HEALTH RESEARCH AND EDUCATION (CHRE) staff member accompanies them.
- 3.11 The Applicant must seek permission from WESTERN CENTRE FOR HEALTH RESEARCH AND EDUCATION (CHRE) for any signs on or outside the premises and any sign, poster, notice or display item on the premises.
- 3.12 The use of tape, Blu-tack, pins or similar materials for affixing any item to a wall is strictly prohibited.
- 3.13 The Applicant must ensure that the Venue and facilities used are left in a clean and tidy condition. Any article left after departure will be considered abandoned and will be disposed of unless notified by the Attendee within 2 working days of the completion of the event.
- 3.14 At all times the venue must be vacated by the agreed finishing times to ensure no disruption to other bookings. Late departure where there is a further booking for the Venue shall incur an additional fee of \$95 per hour or part thereof, for WESTERN CENTRE FOR HEALTH RESEARCH AND EDUCATION (CHRE) to meet their obligations.
- 3.15 Late departure where there is no further booking for the Venue shall incur an additional fee of the hourly rate for the room.
- 3.16 WESTERN CENTRE FOR HEALTH RESEARCH AND EDUCATION (CHRE) is a smoke-free zone.

## 4 Equipment

- 4.1 Electrical equipment not complying with the *Workplace Health and Safety Act and Regulations* cannot be brought in to or used in the premises.
- 4.2 All equipment must be used in accordance with manufacturer instructions. Attendees must make arrangements to obtain advice, instruction or training if required on the use of all equipment from WESTERN CENTRE FOR HEALTH RESEARCH AND EDUCATION (CHRE) prior to use. Competent operation of audiovisual and all equipment is the responsibility of the Applicant. The Applicant will be responsible and charged a fee for any damage/replacement/repair costs for non-compliance with this Condition.
- 4.3 The Applicant must inform WESTERN CENTRE FOR HEALTH RESEARCH AND EDUCATION (CHRE) where any equipment faults has occurred during use.
- 4.4 Equipment, materials and substances that may adversely affect the health or safety of Attendees or other persons within the premises are not to be brought on site without prior written approval from WESTERN CENTRE FOR HEALTH RESEARCH AND EDUCATION (CHRE).

## 5 Cleaning

- 5.1 The Venue must be left in a clean and tidy condition. A cleaning fee of \$200 will apply if additional cleaning is required.
- 5.2 The kitchen may be used by multiple Attendees at any given time. Items or foodstuffs brought on to the premises must be clearly marked or secured. The kitchen is to be left clean and tidy at all times.
- 5.3 All worktops must be clean and crockery/cutlery etc must be washed and returned to storage areas or placed in the dishwasher and a wash cycle engaged.

## 6 General Conditions

- 6.1 Access to WESTERN CENTRE FOR HEALTH RESEARCH AND EDUCATION (CHRE) outside of working hours may be made by prior arrangement for the purpose of setup and displays only. Setup times are to be included in the hourly use rate.
- 6.2 WESTERN CENTRE FOR HEALTH RESEARCH AND EDUCATION (CHRE) will not disclose personal details to any third party without express written authority unless required by a legislative or regulative authority or where you are in breach of the Terms and Conditions of this agreement.
- 6.3 The information and statements contained in this document are based on WESTERN CENTRE FOR HEALTH RESEARCH AND EDUCATION (CHRE)'s current information at the time of printing and are subject to change from time to time. Please ensure you contact WESTERN CENTRE FOR HEALTH RESEARCH AND EDUCATION (CHRE) to confirm this status prior to making any significant decisions for your booking.
- 6.4 The Applicant accepts that the Room Booking Request that all Terms and Conditions have been read and will be complied with.