

Desert Hub Booking Form

Terms and Conditions of the IDA's Desert Hub room hire

1. Conditions of hire

The hire of the IDA's Desert Hub is subject to these terms and conditions. By making a booking, you agree that you have read, understood and agree to abide by these terms and conditions.

2. Bookings

A tentative booking will be held for seven (7) days, and if not confirmed in writing will be cancelled after this period, unless an extension is approved in writing.

Confirmation of the booking will be made by the IDA in writing, after receiving the required information in the correct booking format, and applicable booking fee.

The IDA reserves the right to cancel or change the booking at any time.

3. Fees and charges

Booking fees are applicable as follows:

Rates:

IDA Member	No fee
Not-For-Profit	\$250 full day (8am – 5pm)
ACNC registered charity organisations	\$130 half day (max 4 hours)
Standard Rates	\$500 full day (8am – 5pm)
	\$300 half day (max 4 hours)

All booking fees must be paid within 14 days of the booking. If the booking is made less than 14 days before the hire period, full payment must be made at the time of booking.

Charges may apply if:

- It is deemed cleaning fees apply following an event
- It is deemed the Client is responsible for any damage caused to the premises or any equipment within the premises
- Loss of keys or call out fees for security
- any other valid reason

4. Cancellations and Refunds

Written notice of cancellation is required by the Client with sufficient notice.

Fees may apply to cancellations where rates have been charged as follows :

Cancellation period	Refund
Within 1-5 working days of scheduled booking date or no show	Nil refund available
Within 6-10 working days of scheduled booking	50% fee charged
More than 10 working days notice	Full refund

5. Final confirmation of numbers and requirements

Final numbers and details of your requirements regarding room setting, equipment and times of use are required no less than three (3) days prior to the event.

6. Hours of Use

The IDA's Desert Hub is normally staffed between 9am and 5pm Mondays to Fridays, however, can be made available outside of these times by agreement.

7. Refusal of Entry

The IDA is responsible for the management of the facilities and reserves the right to refuse entry to any individual or organisation (including the Client and any guests or agents) at any time.

IDA staff may inspect the premises at any time before, during or after an event to ensure these Terms and Conditions are being complied with.

If at any time:

- the Client is not complying with the Terms and Conditions
- there is likelihood that damage may be caused to any part of the premises or equipment within the premises, or damage has been caused
- the manner in which any use of the premises is scandalous, defamatory, obscene, illegal or disruptive to other tenants or people
- in the event of a natural disaster or other catastrophic event where the space is no longer available for hire

the IDA may discontinue a booking during a hire period and if this occurs the Client and all guests or agents must immediately vacate the premises and remove any items they have brought onto it.

8. Damage

The Client will be responsible for any damage to the IDA's Desert Hub premises or anything within the premises by their guests and agents, and will be charged for repairs, labour, or replacement as deemed necessary by IDA management. Any damage must be reported to IDA staff immediately by calling (08) 6336 0500.

The Client is responsible for all damage caused by placement or removal of temporary fixtures or decorations. The floors, walls or any other parts of the premises must not be broken or pierced by nails or screws, thumb tacks or staples (or similar). No sticky tape or blue tac is to be applied to the walls or other surfaces that may be damaged by its removal. No writing, printing, painting or other decorations are to be applied on walls. The use of glitter, confetti or similar is strictly prohibited.

General conditions of use

9. Disruption of business

The Client is aware that the premises is used as a normal place of business. The IDA reserves the right to terminate any room hire, without refund, if the Client or its guests conduct themselves in a manner likely to cause a nuisance to, or to disrupt the business of, other users of the Premises. The Client is responsible for the conduct and behaviour of all persons attending their event.

The IDA will endeavour to ensure the conduct of the Client's business whilst on the premises is not disrupted or interfered with by any other user of the premises.

10. Parking

There is no reserved parking for the Desert Hub bookings. Limited street parking available and participants are advised to follow all street signs for parking conditions of the City of Vincent.

11. Smoking

The IDA's Desert Hub is a non-smoking venue. Smoking is prohibited in and near the building.

12. End of event and cleaning

At the conclusion of the event, the Client is required to action and sign off the End of Event checklist and return to the IDA staff.

Failure to leave the facility and equipment tidy and clean may result in a cleaning fee being charged to the client.

Risk Management**13. Insurance**

The IDA cannot accept liability for the loss of or damage to any of the Client's (or its guests) property or merchandise brought onto the premises. This includes during or after an event. The Client is encouraged to hold its own insurance policy for this purpose.

14. Alcohol

The IDA's Desert Hub is an alcohol-free venue, unless otherwise approved by IDA Management. Where the consumption or selling of alcohol is approved, the appropriate licences under the Liquor Control Act must be obtained by the Client and provided to the IDA at least seven days prior to the event.

15. Safety

The Client must ensure safety is taken seriously and follow any instructions in relation to work health and safety. The Client must ensure any emergency exits remain clear at all times, and must take note of the Fire Evacuation Plans displayed at the premises.

The Client must report any injury or incident to the IDA staff immediately by calling (08) 6336 0500. The Client will be required to complete an incident form at the earliest opportunity.

16. Induction

The Client must complete a formal induction prior to the booking period to confirm their obligations for the premises. After completing the induction, the Client is responsible for communicating all relevant emergency information to any guest attending the premises.

17. Data Privacy

The Client shall keep confidential and ensure its guest and other parties keep confidential any sensitive information that it or they may acquire in relation to the business, operations and affairs of the IDA including any pricing rates extended to you.

The IDA will not disclose any email, payment, business information or any other relevant information to external sources without your permission.

18. WIFI

The Client has access to the IDA's guest WIFI network for the duration of the confirmed booking period, which is provided on an "as-available" basis. There are no warranties of any kind that the WIFI service will provide unrestricted full internet access or be uninterrupted or error-free.

Under no circumstances will the IDA be liable for any direct, indirect, incidental or consequential damages that result in any way from user's use of or inability to use the WIFI service or that result in mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance.

Further, The IDA is not liable for any interception or transmissions, viruses, loss of data, file corruption, hacking or damage to your computer or other devices that result from the use of the WIFI service, transmission or download of information or materials through the WIFI service provided.

Please keep a copy of these terms and conditions for your record.