

MARJORIE BLACK HOUSE COMMUNITY ROOMS TERMS & CONDITIONS FOR USE



1. **Room Hire Payment:**
Payment is due within 14 days of receipt of invoice. Payment is to be made either by cash, cheque or electronic payment. Prices are current at the time of booking.
2. **Cancellations:**
We would appreciate as much notice as possible. Please either email libby@sacoss.org.au or fax 08 8272 9500 or phone 08 8305 4226.
2. **Keys and Security:**
SACOSS office hours are from 9.00 am – 4.30 pm, Monday to Friday. If the event is after hours or on the weekend the hirer will need to make arrangements to collect the key and receive instructions for securing the premises.
4. **Equipment:**
See Booking Form.
Small kitchenette – see point 8.
5. **Cleaning:**
It is expected that the rooms and toilets will be left in a clean and tidy fashion. If this is not the case, the hirer will incur an additional charge of 25% of the hire fee.
6. **Care of Rooms:**
No attachment (including sticky tape and blu tak), fixture or defacement is to be made to the internal or external walls, floors or ceilings. Charges will be incurred for repairs arising from unauthorised actions.
7. **Room Setup:**
Hirers are responsible for arranging chairs and tables as they require, and are required to pack them away at the end of their event. If the room is left in an unacceptable condition, and/or not vacated by the finish time nominated on the Booking Form, the hirer will incur an additional charge of 25% of the hire fee.
8. **Catering:**
It is the responsibility of the function hirer to arrange their catering. Marjorie Black Community Room has a small kitchenette comprising a sink, small fridge, and coffee and tea-making equipment. Mugs, drinking glasses and spoons are available. Any catering equipment that does not belong to SACOSS must be cleared from the area immediately upon completion of the event.
9. **Non-Smoking:**
Marjorie Black House is a non-smoking property. Smoking is strictly prohibited in the building. Any person smoking outside is asked to not leave cigarette butts on the ground or in the garden.
10. **Insurance:**
SACOSS takes no responsibility for damage or loss of belongings or equipment left at SACOSS prior to, during or after the hirer's function.
11. **Occupational Health, Safety and Welfare:**
It is the responsibility of the person in charge to comply with the Occupational Health, Safety and Welfare Regulations of SA. SACOSS reserves the right to refuse entry to any person who does not comply with these regulations.
12. **Emergency Evacuation:**
It is the responsibility of the event facilitator to inform their group of the evacuation procedures displayed in each room on arrival.