



TERMS AND CONDITIONS FOR ROOM HIRE

1. The Kirribilli Centre (TKC) must receive full payment for the room hire prior to the event.
2. As a hirer of these premises, it is a requirement of North Sydney Council that you have your own Public Liability Insurance. This is to cover your activity in case of an accident or injury, which may occur through no fault of either the owners (North Sydney Council) or the managers (The Kirribilli Centre). TKC staff/caretaker may refuse entry to the booked venue if the hirer doesn't have a valid/current public liability insurance. No room hire refund will be given if entry is refused on the ground of an invalid public liability insurance. If you are booking on behalf of a private business, company or an Incorporated group you will need to provide a certificate of currency. If you are booking as an individual, you will need to pay a non-refundable/non-transferable casual insurance fee payable directly to North Sydney Council. Our front of office staff will be able to assist you with this. For hirers with their own insurance, their policy must include a \$10 million Public Liability Insurance as minimum.
3. By entering TKC all event organisers and their guests agree to be respectful towards all other patrons
4. All organisers of the event must ensure that their guests do not interfere with other events occurring simultaneously, or with the activities of the other patrons of the centre
5. Events must not interfere with the ordinary usage of the centre and its surrounds by other patrons, including but not limited to the free use of public thoroughfares
6. All events must have no more guests than specified on the room hire application, unless previously discussed with the centre and alternate terms agreed upon
7. If any children are present at an event parents or carers must adequately supervise them. No children should be left unsupervised at any time
8. The organisers of the party must ensure that any guest under the age of 18 consumes no alcohol.
9. All events must finish by the time specified on the room hire application, including all clean up, and all guests must depart the centre by this time
10. The centre closes at 9pm and guests must not loiter on the premises or in the immediate area after this time
11. The volume of any music played at an event must be switched off by 9pm on weeknights and weekends. The centre is close to residential properties, and event organisers must be mindful of volume.

12. If the Gallery is hired out, the doors to the balcony must be shut at 9pm
13. Set up and pack down of rooms is the responsibility of the hirer and inclusive of the hired time. Consideration must be given to any setting up or packing up, including cleaning the room/s booked in your hire period. If the room is not clean and back to original state, then an applicable fee will be invoiced to the hirer for caretaker services. You may wish to purchase caretaker services for your clean up. Minimum of two hours apply.

Caretaker Rates as follow:

Monday – Friday - \$35 per hour
 Saturday - \$45 per hour
 Sunday - \$55 per hour

14. All reasonable directions given by the representatives of TKC must be complied with, including, but not limited to, requests that guests who are intoxicated or aggressive leave the premises
15. All relevant laws must be adhered to
16. These terms and conditions are subject to change without notice at the discretion of TKC

17. Booking Cancellation and Refunds

We receive daily enquiries about room hire bookings and we want to ensure that our facilities are available as often as possible. Cancellations, no-shows, and failure to pay on time (or at all) impact on our ability to run our programs for the community. For this reason, we have had to introduce some clear cancellation guidelines. We prefer payment electronically.

Booking Type	Time Period from First Booking Date	Refund Policy	Example: Refund amount for a \$100 Booking
Ad hoc - Events / Weddings / Kids Party / Exhibition / Workshops	4 Weeks Prior	Full refund less \$25 admin fee	\$100 - \$25 = \$75
	2-3 Weeks Prior	75% refund or \$25 which ever is higher	\$100 - \$25 = \$75
	1 Week Prior	50% refund or \$25 which ever is higher	\$100 - \$50 = \$50
	Less than 1 week	No refund - may change the booking date (once only) - new booking date is non-refundable & non-transferable. \$20 for amended booking.	\$0 + \$20 = \$20 payable
Regular monthly bookings with special approved rate -Payment must be made one month in advance		Non-refundable & non-transferable	\$0

No room hire refund will be given if entry is refused on the ground of an invalid public liability insurance. There will be no refunds for cancellation outside of these guidelines.

18. Amended Bookings

A flat fee of \$20.00 will apply to each booking that need to be amended (once only) after it has been confirmed in writing or emailed to you. The new booking date must be within 3 months from the date of original booking date. The new booking date is subject to availability and at the current rate.

19. Covid-19 Restrictions

The entrance to all our rooms mentions the maximum number of people allowed in the room. To use our facility, it is the room hirer’s responsibility to adhere to the strict social distancing rule for all his/her invitees. If the rule is breached and the centre is penalised for the same, the fines will be passed over to the room hirer.