

## HOSTING AGREEMENT

### Terms and Conditions 2012

#### Booking a training room

- A 50% deposit of total booking fees is required to secure a booking or \$500 which ever is the lower.
- This amount is due within 72 hours of the booking notification.
- The deposit will be credited against your final account.
- The final payment is due no later than 14 days prior to your event.

Should a deposit not be received in this time and we haven't heard from you, we will open the room up for other bookings. So please let us know your plans. (Deposits for multiple bookings can be negotiated.)

#### Cancellation

- Cancellations made more than 14 days before booked date will incur a 25% cancellation fee.
- Cancellations made 14 days or less of the booked date will require payment of the full booking fee.

#### Booking a consultation room

##### Casual booking

- 100% of room cost to be paid at time of booking (we do not offer refunds).
- Cancellations made more than 48 hours before booking date will be held in credit
- Cancellations made 48 hours or less of the booking date/time will require payment of the full booking fee

##### Regular/permanent booking (weekly minimum booking)

- Booking fees to be paid monthly in advance
- 14 days notice of cancellation required otherwise full fee will be payable

#### Changes to your booking

Please advise any changes that occur with your event that affect the conditions of the hosting by Awareness Institute and its equipment so that the relevant information can be altered on your booking form, and we can ensure availability of what you need, when you need it.

#### Other workshops

Should you book any of the training/consultation rooms, please be aware that there may be groups in other parts venue, so please be considerate of noise when entering and exiting the premises.

#### Usage, Damage and Insurance

You the guest lecturer are responsible for any and all damages caused to the Awareness Institute premises or equipment during your booking by any of the participants. Awareness Institute does not accept responsibility for the loss, theft or damage to any guest lecturer or participant's equipment at the premises. Guest lecturers/practitioners should ensure that their own insurance covers professional liability as appropriate.

The back door of the building is alarmed after hours and a \$200 fine is applicable for anyone setting off the alarm inappropriately. Unfortunately, the fine will be passed on to you if this occurs. So please ensure all facilitators and attendees are aware that the door is not to be used unless their life is in danger at the time.

#### Access

Normal administration hours are: 10.00am – 6.00pm Monday to Thursday, and 10.00am – 4.00pm on Friday. For access to the Awareness Institute before or after office hours, please liaise with



administration staff during the above hours and arrangements can be made for the opening and closing (access to a key) of the Awareness Institute for periods during your event.

### Green Policy

The Awareness Institute promotes a green education policy. It is preferred that you do not use polystyrene or paper cups and plates. The Awareness Institute has a stock of mugs and glasses that can be used for

beverages. Please wash after use. To assist in saving water, it is preferred that your participants use one mug and glass for the duration of the day.

### Cleanliness

- It is your responsibility to maintain cleanliness of the training/consultation rooms and any equipment you use. Which includes cleaning the white board after use.
- Please place all garbage (food and drink items) and recyclables (glass, plastic, aluminum and paper, cardboard items) in appropriate bins.
- The kitchen is to be left clean.
- Please do not leave any left over food or drink in the fridge.
- If you use the microwave, please wipe over at the end of your event.

Please note that in cases where training/consultation rooms require extensive cleaning by Awareness Institute staff following the event, a by-the-hour charge will be applied. Carpets and floors do not need to be vacuumed or cleaned unless a major spillage occurs.

### Food & Beverage

Awareness Institute staff can recommend and arrange catering needs to suit your event and budget. Alternatively if you have a preferred caterer, you are welcome to have them cater your event. **Please bring your own teas, coffee, milk etc and required snacks.** The supplies in the Kitchen are for Awareness Institute use only.

### Equipment

The cost of room usage may include the use of a whiteboard, chairs, CD player, TV, cushions, mattresses, at no additional cost depending on availability. It is requested that should the whiteboard be used, that it wiped clean at the end of your event. Please use whiteboard markers only, and check availability at time of booking.

### Air Conditioning

After hour air conditioning involves pressing a button to the right of the lift, outside the door to the men's toilets once every two hours as required.

- Awareness Institute accepts payment by credit card, cheque, cash or electronic funds transfer.

I, \_\_\_\_\_ have read, understood and agree to the

hosting terms and conditions as stated above.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

**Please sign and either post to the address below, email or fax back to 02 9475 4434**