

Dickson Street Space Venue Hire

Terms & Conditions

Hiring the space

- The minimum hire period is 2 consecutive hours.
- The management of Dickson Street Space (DSS) reserves the right to refuse any application or to cancel any hire with reasonable notice. Any money held by DSS will be refunded in this case.
- DSS must be informed of any changes of contact details of the hirer using the space.
- The hirer will ensure that all publicity material (eg posters, leaflets, email, social media, ticketing, etc.) bearing the name "Dickson Street Space" is distributed in a responsible manner and that the information thereon is consistent with the conditions of use of the space.
- Set-up and break down time must be included in booked hours.

Insurance

- All hirers must provide their own public liability insurance with a minimum cover of Ten Million Dollars. A Certificate of Currency is to be provided to DSS that is current for the period of hire, covering the proposed activity, and in the name of the hirer (whether an individual or an organisation).

Payments

- Bookings are not considered confirmed until DSS is in receipt of
 - Payment of \$250 bond and hall hire charge
 - PLI Certificate of Currency.
- Payments are to be made by direct deposit to the bank account of DSS (as detailed on Tax Invoice). Credit card payments are not accepted.
- If the hirer is eligible to receive the returned bond, it will be by bank transfer. To this end you will need to provide your banking details. We cannot process a bond refund without your bank account details. Refund of the bond is contingent upon the space being left in clean and tidy condition following hire, all equipment in place, and key returned.
- For regular hirers: DSS reserves the right to increase rates of hire. We will give 4 weeks notice.

Cancellations/changes

At the discretion of the board, refunds may be available for cancelled bookings as follows:

- Cancel/reschedule 2 weeks or more before start of hire = full refund or credit
- Cancel/reschedule 1 week or more before hire = 50% refund
- Cancel less than 1 week before hire = no refund

Using the space

- The hirer is responsible for ensuring the space is locked and secure. All hirers must ensure that the lights switched off and the following doors are closed and, locked:
 - street access door

- double rear doors;
- door to toilets;
- doors to kitchen (2 plus French doors)
- If the space is not locked and a theft occurs in the interim time before the next hire, the initial hirer will lose the key/cleaning bond.
- No part of the building, equipment or appliances may be altered or damaged in any way. Failure to comply will result in loss of bond.
- Do not use Blu Tack on the brick walls.

Emergency Services

- If dialling 000, the address of the property is 35 Dickson Street, Newtown.
- All exits must be maintained clear and usable without any obstruction.
- Please familiarise yourself with the location (kitchen, lavatory foyer) and type of fire extinguisher available on site.
- A First Aid kit is available under the kitchen sink.

Noise

- DSS policy requires that all loud noise must cease by 9.30pm. Please remind people attending your event to depart quietly with regard for our neighbours.
- Amplified music is not permitted at any time.
- It is expected that hirers will respect other activities on the premises, and remain quiet in the courtyard and in the toilets during Newtown Yoga Studio class times.

Parking

- There is no off-street parking available.

Alcohol

- Sale of alcoholic beverages is only permissible with a liquor licence. Proof of licensing must be furnished seven days prior to event.

Equipment/materials

- DSS takes no responsibility for any equipment or other material brought onto the premises. The hirer is required to remove such items immediately after use of the space ceases.
- The hirer is responsible for making good all damage caused to the building ensuing out of the hire, excepting that caused by reasonable wear and tear.
- DSS withholds the right to charge the hirer the full replacement cost of any missing items missing after the hire period.