



## TERMS AND CONDITIONS: EVENTS

(VENUES MANAGED BY STUDENT GUILD)

### CONFIRMATION OF NUMBERS

We require a minimum of ten (10) business days' notice in advance to process and confirm your booking. Amendments to numbers, schedule, and location must be advised at least two (02) working days prior to the event. No amendments will be accepted after that time.

### PAYMENT

For events booked at any of the Event Spaces managed by the UWA Guild, full payment must be made (05) five working days prior to the event commencement date. Request to make payment post-event must be pre-approved by the UWA Student Guild Management in writing. If approved, full payment must be received within seven (07) days post-event. Penalties will apply for overdue payments.

### CANCELLATION POLICY

In the event of a cancellation or postponement, the following terms apply:

More than 3 working days prior to the event	No cancellation fees will apply
Within 2 working days prior to event	50% of the total event charges
1 working days prior to the event	100% of the total event charge

### CATERING & DIETARY REQUIREMENTS

Only authorised caterers are permitted to provide food and beverage service at the venue. The Client must not distribute or sell food and/or beverages without prior written approval from the UWA Student Guild. Completion of an indemnity form may be required.

For catering orders from University Caterers, amendments and/or dietary requirements must be advised at least two (02) working days prior to the event. No amendments will be accepted after that time.

Catering selection must be confirmed seven (07) working days prior to the event.

### RESPONSIBLE SERVICE OF ALCOHOL

The Client is not permitted to distribute or sell alcohol without prior written consent of the UWA Student Guild and not without obtaining a Liquor Permit or Liquor License.

Alcohol may only be served, sold or consumed on the University Grounds if a Liquor Permit has been approved by the UWA Security Manager. The Client must abide by the conditions of this permit. A Liquor Permit must be completed and submitted to the UWA Manager of Security for approval at least 21 days prior to the event. Permits may be downloaded [here](#).



The booking confirmation letter and the Liquor Permit from the UWA Security Team must be available for inspection on the day of the Event.

### SECURITY

It is a mandatory requirement for the Client to hire a Security Officer(s) when alcohol is served at your event. This is at your expense.

Event Type	Associated Costs
Any type of event where alcohol is served.	\$55.00 per hour, per security officer (minimum of 4 hours) <i>A minimum requirement of 1 security officer is mandatory. Additional officers will be discussed and decided dependent on the nature of the event.</i>

### VENUE RESTRICTIONS & CARE

No staples, screws, nails or adhesives are to be used on any wall, door, surface or any part of the building. The Client will be held liable for any damages to the venue, its fittings, or equipment that occur during the event.

Bubble machines, dry ice and smoke machines may only be used with prior written approval from the UWA Tavern Management. Gaffer tape, double-sided tape, confetti and glitter are not permitted. Failure to comply will incur a Cleaning Fee.

Furniture and equipment must not be removed without the permission of the Guild Management. If permission to re-arrange furniture and/or equipment is granted by the Guild Management, the Client must return the furniture and/or equipment to its original position at the conclusion of the Event. The Client will bear any charges incurred if the event space needs to be reconfigured once the event has concluded. Furniture and/or equipment must not be moved outdoors. The Client will bear any repair or replacement costs if furniture or equipment is damaged during their Event.

The Clients are responsible for leaving the venue clean and tidy after their event. The Client will incur additional cleaning costs if a venue is not left cleaned and tidy at the end of the event. Additional cleaning is charged *from* \$40.00 per hour (incl. GST) on weekdays and *from* \$48.00 per hour (incl. GST) on weekends.

### DATE

University Caterers Management reserves the right to change the dates of the Event at its discretion. Written notice will be provided to the Client of its intention to vary the date of the Event.



## **ACCESS TIME**

Access time to the venue is as outlined in the proposal. The Client or nominated representative must be present for the duration of the event. The nominated representative must be over 21 years of age.

## **DELIVERIES & STORAGE**

University Caterers will not be responsible for accepting deliveries of any goods, packages or any material on behalf of the Client nor shall we be required to accept responsibility for any items delivered to the Venue in the absence of the Client, its employees, agents or its contractors. Please note that onsite storage is **not** available.

## **AUDIO VISUAL EQUIPMENT AND ENTERTAINMENT**

Please advise us of your technical requirements in advance, as not all our event spaces is equipped with audio visual equipment. You may engage with an external audio-visual contractor with prior written approval from the Guild Management.

## **INSURANCE AND LIABILITY**

The Client must have a current Public Liability Insurance policy to the value of no less than \$10 million for any one claim against personal injury or damage to property.

If the Client does not have adequate Public Liability Insurance, UWA Student Guild insurance cover for the duration of the event can be obtained at a daily rate from \$55.00 (incl. GST) from The Catering Office. For further clarification of insurance issues, contact University Caterers 6488 2315.

The Client indemnifies the UWA Student Guild against claims, losses, actions, damages, costs and expenses, personal injury, death or damage to property arising from the use of the venue and any equipment used during the hiring caused directly or indirectly by any act or omission of the hirer, or their officers, agents or employees or any other person directly or indirectly associated with the hire's use of the venue or by the hire's failure to comply with these terms and conditions of venue hire.

## **LOSS/DAMAGED ITEMS**

The UWA Guild Management will not accept responsibility for damage to, or loss of items left on the premises before/during or after an event.