

SAM CRACKNEL

FACILITY BOOKING TERMS & CONDITIONS



1. Facilities

Sam Cracknel Function Room

2. Bookings

- › Booking requests must be submitted in writing or online using Orgsync or the online Facility Booking Form <https://www.arc.unsw.edu.au/play/facilities/booking-form>. No verbal or telephone requests will be considered.
- › Bookings are not confirmed until a confirmation is issued, the confirmation should be retained during the use of the facility.
- › All bookings must be pre-paid before use of facilities.

3. Equipment and set up

Arc@UNSW may allow the Hirer to bring additional equipment into the facility however the Hirer must demonstrate to the satisfaction of Arc@UNSW the safe use of all equipment and facilities prior to use. It is the Hirer's responsibility to ensure that any electrical equipment has been properly tested and tagged by a qualified person and the tag is current and visible.

4. Payment Terms

Bookings are made as per Arc@UNSW current pricing schedule.

The Hirer may be charged additional fees if the use exceeds the booked time or if the facility requires additional cleaning or repairs due to damage deemed by Arc@UNSW to be not fair wear and tear.

5. Cancellations

Arc@UNSW reserves the right to cancel, transfer or alter any booking if;

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 - › i. In the opinion of Arc@UNSW the facility is in a hazardous condition, being repaired or not fit for use. In these cases, as much notice will be provided as feasible but due to circumstances could occur on the same day as booking.
 - › ii. Payment for booking is outstanding.
 - › iii. Arc@UNSW determines that the facility is required for another purpose.

- › Cancellations by the Hirer should be submitted to the bookings officer no less than 5 days prior to the booking; otherwise the full fee will be charged.
- › If the Hirer deems the facility unsafe for use, the Hirer should contact 02 9385 6000.
- › No refund will be made for non-use of booked facilities, unless booking is cancelled in writing at least 5 days prior to the date the facility is booked.

6. Damage

If in the opinion of Arc@UNSW, any damage is caused to buildings, fixtures, equipment or surfaces other than through fair wear and tear, Arc@UNSW will repair the damage and the cost will be met by the Hirer.

7. Cleaning

The cost of general cleaning is included in the hire fee – where additional cleaning is required as determined by Arc@UNSW, the cost (\$50p/h) will be paid by the Hirer.

8. Subletting

No facility may be sublet or reassigned to any other organization or individual, without written permission from Arc@UNSW. Applications for subletting must be in writing

9. General rules

- › The Sam Cracknel Pavilion is a licensed venue, and as such BYO alcohol is strictly prohibited. Any alcohol served within the facilities must be supplied and served by Arc@UNSW staff by prior written agreement, and additional charges will apply.
- › Parking or driving vehicles on any areas designated NO PARKING is strictly prohibited. Arc@UNSW provides no guarantee that parking will be available and Hirers must comply with UNSW parking rules.
- › Commercial activities conducted without the express written permission of Arc@UNSW, including collection of money for entry fee, are strictly prohibited and such parties will result in the booking cancellation and the review of all future bookings for that Hirer.
- › The display of advertising material, such as signs or banners is prohibited without prior permission from Arc@UNSW. Arc@UNSW reserves the right to remove non-compliant signage.

- › Erection of structures such as tents, screens, scaffolding or awnings are prohibited without prior written permission for Arc@UNSW.
- › The Hirer must use the facility and its associated equipment in a safe and proper manner at all times, the Hirer must comply with signs or directions given by Arc@UNSW staff, UNSW Security or Police or any other persons authorised by Arc@UNSW.
- › Arc@UNSW is able to organise catering and beverage packages – please see our menu of items available. BYO alcohol is strictly prohibited.
- › For an additional fee of \$250, the Hirer can self-cater (excluding alcohol) with prior written permission.
 - › iv. External caterers will need to produce a Food Safety Supervisor Certificate and Public Liability Insurance. These documents must be sent at least 5 working days prior to the event and through email.
 - › v. Hirers must organise all of their own catering equipment and shall be held responsible for the costs of additional cleaning.
- › All rubbish and litter must be deposited in the bins provided and facilities left in a tidy condition.
- › Smoking is prohibited across UNSW Campus.
- › Offensive or indecent behaviour is prohibited.
- › The use of public address systems and amplified music is prohibited without the express permission of Arc@UNSW.
- › The Hirer must be responsible for the supervision, control and behaviour of their group (including players, officials, spectators, visiting teams and children) during the period of hire. Arc@UNSW strictly observes the enforces anti-discrimination and anti-vilification policies.
- › If Arc@UNSW deems that licensed security staff are necessary as a requirement of the facility booking, the cost of such security will be borne by the Hirer. Security staff will be required on the basis of 1 security guard per 100 guests and will be at an additional cost to Hirer. Arc@UNSW reserves the right to vary the ratio depending on the circumstances.
- › The facility must only be used for its agreed purpose.

10. Access

Venues will be opened before and locked after the booking by Arc@UNSW. No keys or cards will be issued under any circumstances to gain access.

Arc@UNSW and UNSW Security are entitled to immediate access to any part of all facilities, without any impediment at all times.

11. Emergency Contacts

In the case of any emergency, UNSW Security can be contacted on 02 9385 6000 or the Bookings Officer (during office hours) on 02 9385 7630

Failure to comply with any of the 'Conditions of Use' will result in the cancellation of your booking.