

PUMM HQ ENTREPRENEUR HOME VENUE BOOKING

TERMS AND CONDITIONS

OUR RESPONSIBILITIES

We are a fully serviced function venue. Subject to the terms of this Agreement, we will provide to you the selected venue, between the stated start and finish times, together with the equipment as indicated on the Contract.

CONTRACT PRICE AND EXPENDITURE

Fees and prices will be as outlined in the booking form. Any subsequent requests for goods or services will be added to your final invoice, with full payment due no later than 14 days after the reservation date.

YOUR RESPONSIBILITIES

To ensure the venue is respected, the hirer is responsible for:

- » The behaviour of the guests at all times,
- » Ensuring the safety of the guests and ensuring the hirer's guests conduct themselves so as not to expose themselves to risk of harm.
- » Ensuring the venue facilities and equipment are not left abused or in a damaged condition.
- » Ensuring the function (and any packing down that must be done) finishes within the designated venue hire period and that any decorations and hire equipment are removed at the conclusion of the function.
- » Any damage to the venue property incurred during the hire period is to the cost of the hirer.
- » Any lost, broken or missing equipment will be charged at a replacement cost and is to the cost of the hirer.

CLEANING & REPAIR FEE

Additional charges may occur for actual or estimated cleaning and repairing costs to restore venue, grounds, equipment or other property to the same condition prior to the use of the venue and property.

HEALTH AND SAFETY

As the person organising this event, for your company, YOU are the person responsible for ensuring your onsite representatives (and any sub-contractors) are also made aware of these obligations.

Your main contact person on premise, is then responsible for ensuring all your guests/delegates are aware of the Health & Safety Policy, hazards and evacuation processes. We may end your function before the function end time in the case of an emergency, or if there is a case of serious disorder, or where you materially breach any of your obligations under this agreement.

YOU MAY PROVIDE CERTAIN EQUIPMENT AND MATERIALS

You will be responsible for the delivery, collection, safety, insurance of, any damage or loss caused by any equipment, materials or facilities you bring to The Venue. You will not bring into The Venue or permit or allow to be brought into The Venue, dangerous or hazardous substances, or objects of such weight that may cause overloading or strain to the flooring or walls of The Venue. Nor may you

add to, alter, or attach equipment, fixtures or fittings to The Venue (including stands and other structures) without prior written consent. Use of smoke or dry ice machines are prohibited unless previously arranged.

DISRUPTIVE OR INTOXICATED PERSONS

We may require any persons who are intoxicated, violent, quarrelsome, insulting or disorderly (or persons who are likely to become so), or any persons causing a nuisance to other persons at The Venue, to leave the premises.

FEE'S AND PAYMENT

We reserve the right to request a deposit and/or a refundable bond at our complete discretion. A 50% deposit payment of the total venue and equipment hire charge is required at least fourteen (14) days prior the event. We reserve the right to charge an administration fee on all accounts which are not settled and require attention. Payment is currently accepted by bank deposit (details provided on request).

RESERVATION CONFIRMATION

No reservation is confirmed until we notify you in writing that we have received and signed the Venue Hire Agreement. Until such time as a reservation is confirmed, the venue will be available for hire by third parties during the Hire Period (or part thereof). In the event that a third party wishes to hire the venue during the hire period (or part thereof) before your booking has been confirmed, we will use reasonable endeavours to contact you to request that you provide us with a signed copy of the Venue Hire Agreement.

CANCELLATION

All cancellations must be received in writing fourteen (14) days before reservation date. There shall be no refunds for cancellation made less than fourteen (14) days prior to the reservation date.

CANCELLATION AND TERMINATION BY US

We may cancel your booking and thereby terminate this agreement at any time when incidents occur which are deemed outside our control and effect the venues ability to provide the services for which it was contracted to. Any deposits paid will be refunded to you. However, should we cancel or stop the event for any of the following reasons, no deposits will be refunded. If you, your guests or any other persons permitted entry into The Venue by you or someone on your behalf do not comply with any of the conditions, requirements or restrictions referred to in this contract. If you materially breach this agreement.

FUNCTION ROOM EXTENSION OF HOURS AND LATE NIGHT SURCHARGE

You shall be responsible in ensuring that the hall is vacated by the stipulated contracted time. Any extension will be subjected to venue booking charges.

YOUR LIABILITY

You will be liable for all liabilities, losses and costs which we may incur directly or indirectly as a result of a breach by you of this agreement, your actions or equipment or the actions or equipment of any of your guests or any persons permitted entry in the venue by you or someone on your behalf, including the death of or injury to any person and the damage to any property (including property owned by the venue). To the maximum extent permitted by law, we will not be liable to you or your guests or any other persons permitted entry into the venue by you or by someone on

your behalf, for any loss, cost, injury or damage suffered or incurred by you or such other person in connection with or arising out of:

- » Any act, omission, error, default or delay by our employees, agents or subcontractors.
- » Any cause beyond our reasonable control or
- » Any act or omission by you or any other third party; except to the extent that such loss, cost, injury or damage is caused by our negligence or wilful default.

Without limitation, this includes any loss or damage to property brought into or left at the venue prior to, during or after your function and any loss or damage arising out of the catering services or your equipment (or the equipment of your guests or any other persons permitted entry into The Venue by you or someone on your behalf, whether the damage or loss is suffered before during or after your function.

PERSONAL DATA PROTECTION ACT CLAUSE 2010

You authorise us to make credit references and other enquiries as may be required for the purpose of this Agreement and you authorise any person to disclose to us any personal information for that purpose. You also authorise us to disclose your personal information that you have provided to us via e-mail, various forms and website to our appointed partners as to ensure a full and accurate communication for smooth event flow.

With Faith,

PREPARED BY :

PUMM HQ Secretariat

ACCEPTED AND SIGNED ON BEHALF OF :

NAME :

DATE :

COMPANY STAMP :