

THE NOVE

E V E N T S P A C E

ABN: 24 661 010 272

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1. Booking & Confirmation

Upon booking, the hirer agrees to pay a **non-refundable deposit of 20% as a booking fee** to secure the reservation which is due 48 hours after an invoice has been sent.

The Nove Event Space staff will contact the hirer one to two weeks prior to the hire date to finalise all the details of the event. A final invoice will be emailed to the hirer, including all the inclusions of their event.

The final payment must be made fourteen (14) days before the event. Failure to provide clear funds within the stipulated time may result in the cancellation of the booking by The Nove Event Space.

A venue hire surcharge of 10% applies on public holidays.

The hirer is required to pay a refundable bond which is stipulated at the time of booking. After the event, the venue management will conduct an inspection. If there are any concerning issues or damages that require immediate attention or result in deductions from the bond, the hirer will be notified by phone and email.

If the venue is returned in the same condition as it was hired, the bond will be returned to the hirer within seven (7) business days after the event by Direct Bank Transfer. The hirer must provide their bank details on the provided Form for the release of the bond.

Bookings will only be confirmed once the deposit is paid.

2. Cancellation

If for any reason the hirer wishes to cancel their event with The Nove Event Space, the deposit will be forfeited. Cancellation must be submitted in writing at least three (3) weeks prior to the hire date.

If cancellation occurs for any reason within three (3) weeks or less of the hire date, the hirer agrees to forfeit the full deposit paid and any other fees paid to The Nove Event Space.

If cancellation occurs for any reason within fourteen (14) days or less of the hire date, the hirer agrees to forfeit the full payment made to The Nove Event Space.

Failure to comply with the Terms and Conditions will result in no refund of the booking for the hirer. Please ensure that you carefully review these cancellation terms and conditions before making any bookings or entering into an agreement with The Nove Event Space.

3. Hirer Obligations

The event hire will start and end at the designated time stated in the invoice. All guests, personal property, and food/drinks must be removed from the venue by the end of the hire time. All supplier and vendor property must be removed at the conclusion of the event unless an alternative arrangement has been made with The Nove Event Space prior to the event.

After the event concludes, the Hirer is responsible for cleaning the premises as outlined in our Use of Premise guidelines. This includes clearing all food, decorations, drinks, and ice/eskys from the premises. The Hirer must fold tablecloths if hired, stack chairs, and place tables against the walls. Failure to clean the venue to the level requested in the Use of Our Premise guidelines may affect the partial or full return of the Bond.

The cleaning fee is already included in the hire of the premises. Our maintenance and cleaning staff will handle tasks such as cleaning floors, bathrooms, and any remaining mess (subject to the Hirer's initial clean).

A large skip bin is provided on the premises for the Hirer to dispose of rubbish after the hire, ensuring all garbage bags are tied and placed in the bins appropriately.

The Hirer agrees to use the venue solely for the purposes permitted. 16th and 18th Birthdays are not permitted at the premises. The Hirer agrees to comply with all Housekeeping Rules, which will be communicated by our Management Staff prior to the event.

The Hirer is required to arrange Public Liability Insurance for the hire period, covering all actions, claims, costs, damages, charges, and expenses that may be brought against The Nove Event Space in relation to the event or function. Alternatively, the Hirer agrees to indemnify The Nove Event Space from any loss, damage, or claim provided for under the Hirer's self-insurance.

4. Safety

All children under the age of 18 must be supervised by a parent or guardian. Therefore, parents and guardians must be over the age of 18 years old.

The wellbeing and safety of children and all guests attending the event are the responsibility of the Hirer and the parents/guardians of the children, including those who have been dropped off by their parent or guardian.

The Hirer is responsible for ensuring that guests of the event stay within the premises' gates. The Nove Event Space will not be held responsible for any unsafe circumstances that may arise with guests at our venue. It is the Hirer's responsibility. No child should leave or be dropped off without a parent or guardian present.

The Hirer acknowledges that this is not a supervised event and accepts full responsibility for actively supervising all children and guests under their care.

The Nove Event Space employees will not be held responsible for any injuries that may occur on the premises to the extent permitted by law.

All visitors and guests at The Nove Event Space must keep all entrances and exits clear to ensure safe access in and out of all doorways.

For events or parties involving 18-year-olds, a guest list must be provided to The Nove Event Space Staff and Security Management, which may incur an additional charge. Security is charged at a rate of

\$40-50 per hour (subject to industry rates and management discretion) and applies half an hour before and after the event, until the last person leaves.

Food, Drinks, and Consumption of Alcohol

The Nove Event Space is not a licensed premises, but rather a BYO facility.

It is recommended to obtain a vendor that is licensed to provide alcohol to guests aged 18 and over.

The Hirer is allowed to bring and supply alcohol to the venue, as long as it is provided and not sold to guests. This includes the outdoor carpark area.

The Hirer has the option to provide their own food (DIY) or arrange catering companies, food trucks, etc. However, it is essential to be aware of any allergies among the guests and take appropriate note and precautions.

Food and Drink Allergies

The Nove Event Space assumes no responsibility for any person who consumes food or drink items to which they are allergic during the event.

The Hirer is solely responsible for managing any child or guest with allergies.

The Nove Event Space accepts no responsibility for guests and children who consume food items they may be allergic to.

We strongly recommend that parents/guardians of a child with allergies remain onsite for the entire event, and guests should inform the Hirer of their allergies, ensuring that EpiPens and any necessary medical requirements are brought by the guest.

5. Behaviour

The Hirer is responsible for ensuring that all children and guests behave in a responsible manner during the event and on the venue's property, including areas outside our premises.

The Nove Event Space staff and security reserve the right to permanently or temporarily exclude a guest or child if their behaviour is deemed inappropriate and not in the best interest of the staff and other guests at the party.

The Nove Event Space reserves the right to refuse entry or revoke the entry rights of any person already on the premises due to unacceptable behaviour. If this right is exercised, the ejected individual(s) will not be entitled to a refund.

Any unacceptable behaviour towards our staff or other patrons will result in the removal of that person from our premises. In such cases, The Nove Event Space reserves the right to exclude that person from entering the premises in the future.

The determination of what constitutes "unacceptable behaviour" is at the sole discretion of our management. The Nove Event Space assumes no responsibility for any damage inside or outside the premises caused by the Hirer or guests. The Hirer is fully responsible for any damage, and it will be deducted from their bond.

In the unlikely event of significant damage to the premises, the Hirer acknowledges that they will be held responsible for additional damages not covered by the bond. The Hirer will be invoiced for this amount and required to make payment within seven (7) days.

The Hirer and guests are not permitted to enter any private or staff-only areas.

The Hirer is responsible for any stolen property or damage that occurs in areas where access was not permitted, such as locked event spaces, storage rooms, The Aura Space and Galvinchi.

Smoking

Smoking is strictly prohibited inside the venue and in the toilets, please dispose of cigarette butts in the ashtrays located outside.

Parking

Five (5) on site car parking spots are available as well as ample street parking. The Hirer must ensure that they and their guests park safely and do not block surrounding driveways. The Nove Event Space is not responsible for any consequences resulting from vehicles parked illegally.

Event planners, caterers, etc., will be granted access to use the driveway for delivery drop-offs and setup purposes only. The Hirer and guests are not permitted to park in the staff/driveway area.

It is important to clarify that the Hirer and their guests should never park in the driveway at any time during the event. In the unlikely event of an emergency, emergency services must have clear and easy access to our building from all front entrances, including the roller door access.

If the Hirer's event requires food trucks or another event service to park in the driveway, this must be discussed at the time of booking and may incur an additional fee if our power supply is required for this purpose.

6. Illness and Medication

To ensure the safety of all team members and guests, the Hirer should ensure that no guest attends the event if they are contagious or ill.

If a guest becomes unwell at the venue, it is the responsibility of the Hirer to contact a family member to arrange for their collection.

If a guest has a medical condition, it is strongly recommended that the Hirer be informed and that the guest has their own necessary medical supplies. The Nove Event Space assumes no responsibility in this regard.

7. General Conditions

While The Nove Event Space strives to exercise reasonable care in providing services, there may be inherent and unforeseeable dangers and difficulties. We cannot guarantee the wellbeing of all patrons or their property on the premises.

We assume no responsibility or liability for any loss or damage to personal belongings left on our premises before, during, or after the event.

The Hirer accepts responsibility and liability for any damages caused to our venue by themselves or their guests.

The Hirer is responsible for any damage to equipment rented from The Nove Event Space or furniture provided as part of the venue package, such as furniture, tables, chairs, etc.

If any property damage occurs before, during, or after the event caused by the Hirer or guests, the bond will not be refunded.

Deep frying or cooking inside the venue is not permitted.

If a spit or BBQ is used in the front outdoor area, the surface must be protected to prevent oil stains or marks on the concrete. Failure to do so will impact the bond.

Outdoor furniture provided by The Nove Event Space is not allowed to be used inside the venue.

The Hirer is prohibited from driving nails, screws, adhesives, staples, blu-tac, masking tape, pins, Velcro, or any fastenings into or attaching them to the walls, concrete, doors, glass, and floors inside and surrounding the venue. Violation of this rule will incur a penalty of \$150 to the Hirer.

Bump-in/out times refer to the additional time required before and after the event. The Nove Event Space allows for Bump in to commence 3 hours prior to your event start time (subject to change) Bump-in time allows the Hirer and their suppliers to set up and deliver equipment. Roller door and driveway access are provided for unloading.

The Hirer or their event planner must be onsite to coordinate suppliers and setup details. Only 5 cars are permitted to be parked in the allocated spots during the event for safety reasons. No cars should be parked in the driveway or in front of the roller door.

Bump-out time is when suppliers start packing up and removing their items from the venue. All guests should have left by this time. The Hirer is responsible for cleaning the venue, packing up belongings, gifts, etc., and removing them from the venue.

Bump-out must be concluded by the end of your event, however if vendors are unable to collect their supplies on the event night, they must arrange collection of their supplies with The Nove Event Space 3 days prior.

Details of all external vendors hired for the event must be provided to The Nove Event Space at least two weeks prior to the event, including their names, business name, and contact details. This is to ensure awareness of bump-in and bump-out times and for venue security purposes. Access will not be granted to vendors who fail to provide this information.

Please note that these terms and conditions are subject to change and should be reviewed thoroughly by both parties before entering into any agreement.

8. Security

Security is recommended for all evening events starting from 7 pm.

For any event that is above 50 guests, alcohol, dance/music events, or ticketed events, it is a requirement to hire security. The cost is \$40-50 per hour per security, subject to industry charges. The security ratio is one guard per up to 50 guests. Security will be booked until 30 minutes after the departure of the last guest, the Hirer, and the suppliers.

The Hirer acknowledges having paid a non refundable deposit, read and understood the Terms and Conditions of Hire that They agree to comply with all event hire rules and accept that any breach may result in additional costs, which will be fully paid by the Hirer at that time.

By paying a deposit you have agreed to the terms listed in this document.