

TERMS AND CONDITIONS

ACCESS

Entrance to The Science Exchange is through the main doors located on the south side of the building, in McHenry Street, just off the corner of Exchange Place. The building is located directly behind the Telstra building on Pirie Street.

ADVERTISING YOUR EVENT

The Science Exchange is the name of the building and should be used in all advertising and promotion of your event as the location.

Please do not use our company name 'RiAus' or 'The Royal Institution of Australia' in any advertising or promotion of your event.

AGREED USE

The hirer agrees to use the venue only for the purposes described on the Booking Form. The hirer will ensure that the function is conducted in a proper, orderly and lawful manner.

ALTERATIONS

Alterations or additions to the venue must not be made without the consent of the Functions Manager.

AUDIO VISUAL

The Science Exchange has its own Audio Visual (AV) Manager who is responsible for all AV activities and equipment. Basic AV is included in the room hire. For additional AV requirements please contact the Functions Manager. The hirer is responsible for all additional hire costs associated with its AV requirements.

With each Auditorium booking, the hire of an AV Technician will apply to any booking with multiple presentations, more than three live microphones, or evening functions. If you choose to decline the hire of an AV Technician and require support on the day, there will be a call out fee of \$500 plus GST.

FILMING AND LIVESTREAMING

Filming and livestreaming of events is available in the Auditorium. For AV pricing please contact the Functions Manager.

BOOKINGS

Tentative bookings will be held for up to five business days without obligation. After that time the hirer must confirm the intention to proceed with the booking. The Science Exchange reserves the right to cancel the booking, if not confirmed, and allocate the space to another client.

To book please complete the Booking Form, read and sign the Terms and Conditions and return to the Functions Manager.

Final details must be confirmed in writing seven days prior to the event. This information will be considered final for invoicing purposes.

CANCELLATIONS

If a confirmed booking is cancelled with less than 14 days' notice, a cancellation fee of \$250 will be charged to the credit card listed on the Booking Form.

If cancelled with less than 7 days' notice, the full room hire and catering charges will be incurred.

CATERING

All catering within the venue must be arranged through The Science Exchange's contracted in-house caterers. No other food or beverages may be brought onto the premises. Catering numbers can be reduced up to five business days prior to the event. Any increases are subject to availability and charges are made accordingly. A minimum charge for catering will apply for all events and on weekends.

CLEANING

General cleaning is included in the Functions charge. The hirer is responsible for any additional cleaning required. Rice or confetti is not permitted on the premises.

COLLECTION

Storage facilities are not available at The Science Exchange. All items must be removed from the venue by the agreed finish time. No responsibility will be taken for items left after this time.

DAMAGES

The hirer is responsible for any breakage, defect, damage, theft or vandalism to The Science Exchange or the property of The Science Exchange during its event by the hirer, its employees or their invited guests. Damage must be reported to the Functions Manager immediately.

DISCLAIMER

If the hired space becomes unavailable due to circumstances beyond the control of The Science Exchange, the event will be relocated to an alternative room within The Science Exchange. If a comparable space is not available for the hire period, The Science Exchange will not be liable for any loss or damage suffered by the hirer as a result of the unavailability.

DELIVERIES

Deliveries must be scheduled within the agreed hire period, unless prior arrangements have been made with The Science Exchange. The Science Exchange does not accept responsibility for deliveries that arrive prior to the agreed hire period. The hirer must be present to accept delivery and arrange set-up and pack-up of goods delivered.

DEPOSIT

A deposit is not required upon booking your event, however, valid credit card details must be supplied on the Booking Form. If your event is cancelled with less than 14 days' notice, this credit card will be charged \$250.

EQUIPMENT

All electrical equipment brought onto The Science Exchange premises must be tested and tagged in accordance with current Occupational, Health, Safety and Welfare regulations.

FIRE

Smoke machines, candles, gas cylinders, explosive devices or any items with a naked flame are not permitted at The Science Exchange. Equipment, fittings or materials must not be placed in a position that will in any way obstruct a designated exit. The Science Exchange reserves the right to remove any items that obstruct a designated fire exit; any costs associated with the removal of items will be the hirer's responsibility. The hirer shall take all reasonable precautions against any loss or damage by fire to The Science Exchange.

INDEMNITY

The hirer agrees to indemnify and keep indemnified The Science Exchange against any action, claim or demand whatsoever which arises or may arise as a result of the hirer's event. The hirer indemnifies The Science Exchange for the loss or damage of any of the hirer's equipment, property or personal belongings. The hirer's liability to indemnify under this clause is reduced to the extent that The Science Exchange and its agents: (i) Contributed to the action, claim, demand, loss or damage; and (ii) Failed to do what was reasonable to mitigate the action, claim, demand, loss or damage.

INSPECTION

The hirer will permit authorised staff or agents of The Science Exchange to enter the venue during the hire period for the purpose of inspecting premises, or for any purpose connected with or related to these conditions.

INSURANCE

The Science Exchange is not responsible for damage or loss of the hirer's merchandise left in the building or event area prior to, during, or after the event. The client should arrange its own third party and public liability insurance, as well as to inform all relevant persons involved of these Terms and Conditions.

LIQUOR LICENCE

The Science Exchange reserves the right (under the Liquor Licensing Act, 1997) to refuse service of alcohol to intoxicated or disorderly patrons. These patrons may also be asked to leave the premises.

OCCUPATIONAL HEALTH, SAFETY AND WELFARE

The hirer is responsible for compliance with all applicable sections and regulations of the South Australian

Occupational Health, Safety and Welfare Act, 1986.

PARKING

The Science Exchange does not provide parking at the premises.

PAYMENT

A full invoice for your event will be forwarded to you upon confirmation of final details. Payment is to be made on receipt of the invoice and must be received prior to your event date. The person responsible for payment to be made is the individual on behalf of the organisation, who has read, and signed these Terms and Conditions. Cheques should be made payable to RiAus.

SECURITY

Security requirements will be determined by the Functions Manager taking into account the scope and timing of your event. The hirer agrees to pay the cost of security. The Science Exchange reserves the right to exclude or eject any person from the premises for inappropriate behaviour or if they put at risk staff, clients or property.

SIGNAGE

Signage including size, method of display and location, are to be agreed with the Functions Manager.

SMOKING

Smoking is not permitted in The Science Exchange.

SOUND

The Functions Manager has the right to control sound levels at your event.

WASTE

General waste may be placed in the bins provided. The hirer must remove larger quantities of waste.