

# **Terms & Conditions of use**

## **28 Leigh St**

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### **Access**

Entrance to 28 Leigh Street is through the main door located on Leigh Street. The venue is accessible via the intercom system or by security fob. A security fob may be issued if you require ongoing or after-hours access to the building. You will be required to sign on receipt and return of this fob.

### **Agreed Use**

The hirer agrees to use the venue only for the purposes described on the booking form. The hirer will ensure the function is conducted in a proper, orderly and lawful manner and the space is returned in its original condition.

### **Bookings**

The Office Manager is the contact person for all enquiries, bookings and availability. Tentative bookings will be held for up to ten business days without obligation. To secure a booking please complete and return the online Booking Form and Terms and Conditions.

For further queries please contact:

Hannelore Ferguson

P: 8402 1986

E: [hannelore.ferguson@sa.gov.au](mailto:hannelore.ferguson@sa.gov.au)

### **Catering and Kitchenettes**

Catering is not offered as part of our service however we can recommend local professional catering services.

Our kitchenettes are equipped with: oven (cooktop lower level only), dishwasher, fridge, freezer, zip tap with instant chilled/boiling water, water jugs, milk jugs, glasses, tea cups and saucers, entrée size plates, tea spoons, limited cutlery, serving trays, some storage space, dish-washing detergent and bins. Please note that you may be sharing the kitchenette facilities with other guests during the period of your booking.

### **Cleaning**

All rooms are to be left clean and tidy including removing all rubbish and dishes. Dirty dishes are to be washed and put away or loaded in to the dishwasher with the dishwasher switched on as you leave. Furniture is to be left as it was set-up, or in a standard boardroom arrangement.

### **Collection of materials**

All items must be removed from the venue by the agreed finish time, or alternative arrangements discussed with the Office Manager.

### **Damages**

The hirer is responsible for breakage, defect, damage, theft or vandalism to 28 Leigh St during any event, with associated costs added to the final invoice. Damage must be reported immediately.

**Disclaimer**

If the hired space becomes unavailable due to unforeseen circumstances, and an alternative room is not available in 28 Leigh St, ODASA will not be liable for any loss or damage suffered by the hirer.

**Deliveries**

Deliveries must be scheduled within the agreed hire period, unless prior arrangements have been made with the Office Manager. The hirer must accept deliveries, and arrange set-up and pack-up of goods delivered.

**Security**

The front door is to be manned at all times if your event is open to the public. Approval for after-hours or weekend events is required and the hirer agrees to pay/arrange the cost of security through our preferred security company. Please speak to the Office Manager to devise a security plan. If you are the last to leave the premises it is your responsibility to ensure that nobody remains inside and that the front door is securely locked behind you. If your event is after hours and you are supplying alcohol, you are required to hire security.

Security can be arranged through MSS, phone the Rostering Team during business hours on (08) 8400 6888, or after hours (08) 8400 6845.

**Indemnity / Insurance**

The hirer agrees to indemnify and keep indemnified 28 Leigh Street and ODASA against any action, claim or demand whatsoever which arises or may arise as a result of the hirer's event. The hirer indemnifies 28 Leigh Street and ODASA 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 28 Leigh Street and ODASA and their 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. 28 Leigh Street and ODASA are 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.

**IT equipment**

Please see Room Information for specifications and available equipment.

For technical support please call DPTI ICT on 8343 2000.

**Liquor licence**

It is the responsibility of the person booking the space to determine whether a liquor licence is required. This can be determined and obtained through the Business and Consumer Department. Liquor licenses will be required at your arrangement and expense. If serving alcohol at an after-hours event, you will be required to hire security at your expense. Please confirm your liquor licence and security arrangements with the Office Manager. Wine glasses are not available at 28 Leigh St and will need to be hired.

## Parking

There is no street parking at 28 Leigh St. Public bicycle parks are available in close proximity to the venue. The location is also well serviced by public transport.

## Room set-up

It is the responsibility of the hirer to set up the room/s as required including the arrangement of furniture and technical equipment. Typical room arrangements include; theatre, boardroom, U-shape tables, or empty (e.g. for stand-up cocktail functions). ODASA is not able to provide technical support or manual labour for functions unless special arrangements have been made. For technical support please call DPTI ICT on 8343 2000. Rooms, furniture and equipment can be inspected in advance to ensure the function requirements can be met.

## Signage

Signage including size, method of display and location, are to be agreed.

## Work, Health, Safety and Welfare

In case of emergency call 000. Emergency and evacuation information is displayed at the lifts on each level.

The hirer is responsible for compliance with the applicable sections and regulations of the Work, Health and Safety Act 2012. The safety of all people involved in activities under your booking is your responsibility. This includes plans for emergency and first aid procedures. Please be prepared to communicate your emergency and safety plans with the Office Manager as well as your guests. An accessible bathroom is located on the lower ground floor, accessed via the lift. If your event is after-hours you will be required to hire security at your expense.

## Building Capacity

The total number of occupants in each space must not exceed:

Ground Floor	Forum	100 standing (75 seated)
	Gallery 1	100 standing
	TOTAL	250 maximum
Lower Ground	Meeting Room 2	40 standing (25 seated)
	Gallery 2	80 standing
	TOTAL	120 maximum