

FlourMill

SPACE

FACILITATOR AGREEMENT

I agree to the following with regards to my use of the FlourMill Space (contact person Derek Recsei 0438 947 628).

SET-UP & PACK-DOWN

I have included set-up and pack-down time within my booking period, and will vacate the space promptly at the end of my session. I will ensure all lights, heaters, speakers and airconditioners are switched off at the end of my session.

HEALTH & SAFETY

I will ensure that emergency exits remain clear at all times and that I am familiar with the location of the two fire extinguishers and the first aid kit. I will ensure that there are no naked flames or smoke that could trigger smoke detectors or cause a fire.

ALCOHOL & DRUG FREE

I understand that the FlourMill Space is an alcohol and drug-free space and will ensure that no alcohol or illegal substances are brought into the space and that intoxicated or people are not permitted in the space.

RESPECT & INCLUSIVITY

I will ensure that all activities and interactions are conducted with civility, respect, consent and inclusivity, and will address any breaches immediately. I will familiarise myself with the Incident Manual prior to the start of my booking (the Incident Manual provides some commonsense guidance if an incident occurs).

NOISE & NEIGHBOUR RELATIONS

I will ensure that people do not disturb neighbours or other occupants of the building with noise before, during, or after my event. I understand that “silent disco” headphones are available for hire for a reasonable fee from the FlourMill Space.

APPROPRIATE CLOTHING

I will ensure that people are appropriately clad for public spaces when venturing outside the space (for example, when going to the toilets or showers, or entering the courtyard).

STORAGE & PERSONAL PROPERTY

I will remove all my belongings at the end of my booking, unless prior arrangements have been made with FlourMill Space. FlourMill Space is not responsible for loss or damage to personal property.

ACCESS & KEYS

I will only access the FlourMill Space during the agreed hire period and will return any keys or access cards immediately after my session. I will not make or share copies of any keys or access details

DAMAGE & REPAIRS

I will report any damage, breakages, missing items or maintenance issues to FlourMill Space within 24 hours of being noticed.

PUBLIC LIABILITY INSURANCE

I agree that I will be held liable for any remediation and/or restitution costs arising from damages during my use of the FlourMill Space and confirm that I hold a current public liability insurance policy with a cover of at least \$5 million.

DEPOSIT / CANCELLATION POLICY

I agree to pay FlourMill Space a 50% deposit upon booking which is refundable if and only if the booking is cancelled with at least one (1) week notice for a Weekday event and at least four (4) weeks notice for a Weekend event. Assuming the event goes ahead, I agree to pay the remaining 50% balance within 2 working days following the event. I understand that FlourMill Space will issue invoices via my email address.

Name:

Date:

Signature: