

## Terms and Conditions of Use WDNA Clubrooms

### ALCOHOL

- No alcohol is to be consumed unless a Liquor and Gaming Licence has been issued to the hirer. A copy of this license must be supplied to WDNA prior to the event/booking taking place.

### BOND

- A bond of \$100 may be required and must clear the WDNA bank account prior to the booking date.

### BOOKINGS

- Bookings are essential and must be emailed to [enquiries@wdna.net.au](mailto:enquiries@wdna.net.au) at least 7 days prior to the requested date.
- Maximum patron capacity in the clubrooms must not exceed 145.
- All bookings must conclude before 11:00pm or the building will automatically arm itself.

### EQUIPMENT

- WDNA tables, chairs and moveable whiteboards (on wheels) currently in the clubroom may be used, however they must be cleaned and returned to their original position at the end of the booking.
- All hirer's equipment must be removed immediately after the booking, unless prior arrangements have been made with WDNA at the time of making the booking.

### FEES

- WDNA affiliated club and bodies can hire the clubrooms for \$30.00 for a maximum of 5 hours. An invoice will be issued by WDNA and is to be paid within 7 days.
- The hirer will be required to reimburse WDNA for any damage caused by their attendees.

### HOUSEKEEPING

- All tables are to be wiped down at the completion of the booking using the cleaning supplies provided in the cupboards in the storeroom.
- Floors are to be vacuumed (vacuum cleaner is provided in the storeroom).
- All rubbish must be removed and placed in the external bins provided. A new liner is to be placed in all emptied bins.
- All decorations / signage must be removed by the hirer.
- All lights, air conditioning/heating units and fans must be turned off.
- Any toilets used during the booking must be left clean, tidy, free from any rubbish.
- The clubrooms are to be armed when exiting the building.
- All gates opened during the booking must be closed and padlocked.

### INTERACTIVE WHITEBOARD

- Approval must be granted by WDNA to use the interactive whiteboard. Those wishing to use this technology will be required to undertake a training session which can be organised by emailing [enquiries@wdna.net.au](mailto:enquiries@wdna.net.au).
- Only supplied interactive whiteboard markers are to be used.

- The interactive whiteboard must be cleaned using the provided cleaner, and powered off at the completion of the event.

#### **KEYS**

- A swipe card is to be collected and signed out from the WDNA office during office hours (8.30am and 4.00pm, Monday to Friday) one business day prior to the booking, and returned, and signed back in, the next business day after holding the event.
- All set up and clean-up is to be completed within the agreed hire time.
- Swipe cards are not to be passed onto others.
- Lost swipe cards will result in an additional charge of \$50.00, plus a \$20.00 administration fee.

#### **NOISE**

- All noise levels must be controlled by the hiring group and should comply with the Environmental Protection (Noise) Regulations 1997.
- The volume of any music, speaker or other noise must be monitored, and respect shown to neighbouring property residents.

#### **PARKING**

- Parking should be within designated parking bays.

#### **SAFETY**

- The safety of all guests/members is the responsibility of the hirer.
- The supervision and behaviour of children is the responsibility of the hirer at all times.
- WDNA does not accept any responsibility for loss or damage to attendee's personal effects whilst on the premises.
- Only electrical tested and tagged power and extension cords are to be used.
- The hirer is responsible for ensuring adequate first aid is provided for the booking.

#### **SMOKING**

- Smoking is not permitted within the WDNA complex.

Failure to comply with any of the above as outlined render the hirer responsible for all contractor call out and maintenance charges incurred as a result of wrongful misuse of equipment during the hirers use.