

ABN 13746 632 298

2010

EVENT VENUE HIRE

It is with pleasure that we send this package for your consideration. If you have any special requests please discuss them with us to see how we can best meet these needs.

Harmony Body & Mind Healing Centre offers two different size seminar rooms and amenities to meet the size of your group or the space you require.

To **confirm** your **booking** a deposit of 50% (of total hire) is required, payable with your signed booking information.

Cancellation terms do apply. (see page 2) Please initial and date the bottom of each page once read.

Note: Your Agreement is to be returned with your payment. Please familiarise yourself or your presenter with the conditions outlined in the Agreement and ensure they are communicated clearly to your attendees. Please also ensure you keep a copy of the contract on hand to refer to requirements on the day. Thank you for your co-operation

All prices are GST inclusive.

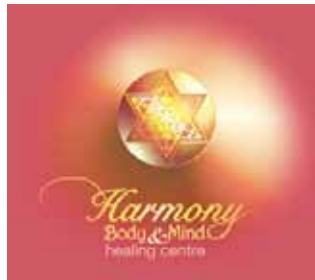
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14 Billabirra Crescent, Nerang Qld, Australia 4211

Ph: (07) 5578 3811 Fax: (07) 5578 3822

email: harmony@qldnet.com.au website: www.harmonybodyandmind.com.au

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TERMS & CONDITIONS OF HIRE

Definitions used in this document

1. **THE CENTRE:** Harmony Body & Mind Healing Centre
 2. **THE PROPRIETORS:** Hermann & Marie Müller
 3. **THE HIRED ROOM:** The Emerald Room or The Golden Lotus Room
 4. **THE HIRER:** The person, group or organisation authorised by The Centre to use the facility under the terms of this agreement
 5. **AGREEMENT:** This document plus the completed application form
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1. THE CENTRE retains the right to refuse any application for venue hire or any hiring arrangement without due notice. Deposits held will be refunded.
2. The HIRER is to abide by any reasonable direction given by THE PROPRIETORS or employees of THE CENTRE.
3. **Application for hire**
 - a) A 50% deposit is to be paid with your application to hold your booking and the **balance is due 60 days prior** to the commencement of the hire period.
 - b) Application for hire of THE CENTRE must be lodged in writing using the appropriate application form and with payment of deposit.
 - c) The minimum booking period is three (3) hours. Booking shall be accepted for full and half hours only.
4. Confirmation of your event is processed after THE CENTRE has received a copy of the signed agreement and deposit. Otherwise THE CENTRE reserves the right to cancel any unconfirmed bookings.
5. **Cancellation** - All booking cancellations must be received in **writing and signed**. No verbal cancellation will be accepted. In the event of a cancellation by the HIRER, a percentage of the full booking charges will be forfeited by the HIRER as follows:

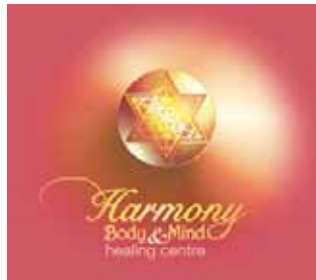
24 or less hours prior to the event	The whole fee
Not showing up on the day of HIRE	The whole fee
Between 1 - 7 days prior to the event	75% of the fee
Between 8 - 14 days prior to the event	50% of the fee
Between 15 - 30 days prior to the event	25% of the fee
31 days or more prior to the event	15% of the full booking fee is non-refundable
6. **Deposits**
 - a) Deposits applying to multiple bookings are subject to the terms and conditions set in **Section 5. Cancellations**. If multiple bookings are made they are subject to confirmation on the payment of the non-refundable deposit 60 days in advance of each date. THE CENTRE may not hold the booking request if the above is not honoured.
 - b) A Tax Invoice will be issued to the HIRER upon written request to hire a room and deposit being paid. The deposit payment will need to be received within 7 working days for the booking to be confirmed.

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TERMS & CONDITIONS OF HIRE cont.

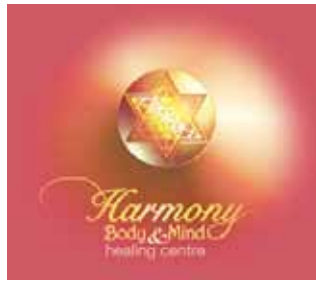
6. Catering - You are required to supply your own catering including **tea, coffee, milk and sugar**. Cooking facilities are only available in the Golden Lotus Room. Warming facilities only are available in the Emerald Room. Please check pages 6 & 7 for what crockery, mugs and cutlery are provided for the number of people booked. If the number increases please notify us in good time to accommodate you.
7. Alcohol or Drugs - **No alcohol or drugs** are permitted on these premises or within the grounds.
8. No Domestic animals allowed in any Centre building - please respect our plentiful native wildlife.
9. Room Set up - THE HIRER has **access for 30 minutes (1/2 hour) before the booking period begins** to set-up personal equipment. After the booking period has ended you have **30 minutes in the Emerald Room and 45 minutes in the Golden Lotus room for dismantling and cleaning the room**. If more time is required please discuss this in advance as you will be charged additionally if you exceed the booked time.
10. Damage to the Facilities - The HIRER is responsible for loss or damage to THE CENTRE equipment and facilities. THE CENTRE reserves the right to determine the cost of any damages or extra cleaning necessary outside that which is normally expected following usage of THE CENTRE. No nails, pins, blutac or posters may be affixed to the walls. THE HIRED ROOM must be locked upon departure and keys returned as pre-arranged.
11. Only bottled water maybe consumed in THE HIRED ROOM. No food or drink is to be consumed in THE HIRED ROOM only in the designated areas. Please remove shoes before entering carpeted areas. Shoes may be placed on racks provided.
12. Fire Safety - THE CENTRE's seminar rooms are a Non Smoking environment. We have provided a designated smoking area away from the buildings. Smokers are to dispose of all butts into rubbish bins for ecological and fire safety reasons in this rural setting. Thank you for your understanding and co-operation.
13. Noise Control
 - a) The HIRER needs to respect the surrounding environment and neighbours in regards to the level of sound generated by the group.
 - b) The HIRER will comply with any reasonable request by any person to mitigate any such noise.
14. Entertainment Tax & Copyright Act
The HIRER must observe the provisions of the Entertainment Tax (Management) Act or any other Act relating to Entertainment Tax, to indemnify the CENTRE and free it from any obligation in respect of these Acts. The HIRER must observe the provisions of the Copyright Act, to indemnify the CENTRE of any obligation to this Act.
15. Clean-Up
 - a) Floors are to be left clean (vacuum cleaner and broom can be found in broom cupboard).
 - b) Bins emptied (bags & recyclables put into wheelie bin in lower carpark). Kitchen left clean and tidy, used crockery and cutlery to be washed and put away, dishwasher (in Golden Lotus Room only if used) emptied and dishes put away in cupboards if cycle is finished.
 - c) Turn off urn, lights and air conditioning / fans upon leaving.
 - d) Dirty linen placed in washing basket provided.All rooms are to be left as hired. A fee of \$60 will be charged if extra cleaning is required.
16. **Insurance: Professional Liability Insurance** is the responsibility of the HIRER.

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APPLICATION FOR HIRE

Company / Organisation Applicant: _____

Individual Applicant: _____

Postal Address: _____

_____ State: _____ Postcode: _____

Contact Name(s): _____

Telephone: _____ Mobile: _____

Email: _____ Website: _____

Room Request: (please circle) GOLDEN LOTUS ROOM or EMERALD ROOM

Booking Date(s): _____ / _____ / _____ to _____ / _____ / _____

Event Start Time: _____ am/pm Event Finish Time: _____ am/pm

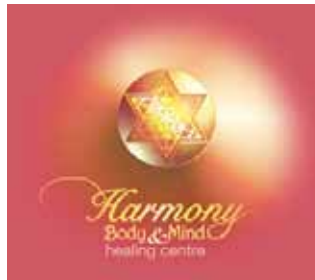
Purpose of Hire: _____

Please attach flyer or brochure advertising your event and any additional dates if you require multiple bookings

Date	Time	Number of Days	Cost	Total
Total				

Please complete payment details on page 5 (15% of deposit is non refundable)

..... please tick & sign when read



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HIRING AGREEMENT FORM

The HIRER agrees to conditions outlined in Terms and Conditions which will be incorporated with and form part of this AGREEMENT.

The HIRER must ensure his/her assistants or representatives using THE CENTRE are familiar with the Terms and Conditions outlined in this AGREEMENT. In the event of the HIRER or his/her assistants or representatives not observing or performing or committing a breach of any of the Terms and Conditions of this AGREEMENT, THE CENTRE may immediately thereupon terminate the AGREEMENT without prejudice to any right of action, which may arise prior to such termination.

The HIRER hereby indemnifies THE CENTRE against any claim whatsoever which may arise out of the HIRER'S actions or failure to act in any particular manner relating to the agreed use of THE CENTRE. This indemnity shall include personal injury, loss of value, loss of amenity or damage to property, and any costs or expenses arising during the course of the hiring.

THE HIRER acknowledges that THE CENTRE (in the absence of negligence on its part either solely or in contribution thereto) shall be under no responsibility or liability for any personal injury, loss or damage to property occurring during the course of the hiring.

THE HIRER acknowledges that **Professional Liability Insurance** is the responsibility of the HIRER.

I (the hirer) agree to all terms and conditions outlined.

Signature of Hirer Date:

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Signature on card: Expiry:

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Name on Card:

Cheques can be made payable to Harmony Body & Mind Healing Centre

Payments by Direct Deposit to National Australia Bank:
BSB: 084 462 Account: 68 240 2241

Receipt number: Date: Deposit Paid: \$
or Payment in Full: \$

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Golden Lotus Room

Seating

Seating for up to 40 people (this room can seat up to 60 people, there is an additional cost, of \$4/ chair, for the hire of chairs above the 40 supplied). 40 cushions also included.

Food Preparation

Kitchen facilities include: filtered water, fridge, crockery, cutlery, cups, glasses, hot plates, oven, microwave, dishwasher, electric kettle and 10 litre urn (you need to supply your own tea, coffee, biscuits & food). **No Food or drink** is permitted on the **carpeted area**. Water bottles with lids only. The undercover patio is the designated meals and refreshment area.

Seminar Equipment

Supplied: Whiteboard, pull down projector screen, stereo and 2 tables (120cmx60cm & 2mx1m)

Amenities

2 toilets, reverse cycle airconditioning, 2 outside tables for refreshments and food service on undercover patio. We recommend setting the urn up on the outside tables.

Hire

Full Day Hire - \$188*	3 consecutive days \$540*	6 consecutive days \$1035*
9am - 5:30pm	9am - 5:30pm	9am - 5:30pm

(an additional 30 minutes for setup and 45 minutes for cleanup, any time over this is calculated at \$25/hour)

Evening or 3 hour hire \$80 (max 3 hours) 7pm -10pm
(an additional 30 minutes for setup and 45 minutes for cleanup, any time over this is calculated at \$25/hour)

Parking Facilities

Parking facilities are off street only. **Please fill Lower Car Park first**. It is recommended you use someone as you Parking Angel the first time. For large groups car pooling is a great space saver.

All bookings are subject to availability.

A 50% deposit is required upon booking and the balance to be paid one week before commencement.

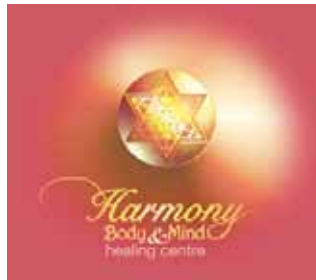
*Please note: * these prices are only available if paid 60 days in advance as per the contract agreement.*

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Emerald Room

Seating

Seating for up to 15 people (maximum seating). 15 cushions provided.

Food Preparation

Kitchenette Facilities include: filtered water, crockery, cutlery, cups, glasses, fridge, microwave, bench top oven and 8 litre urn. **You need to supply your own tea, coffee, biscuits & food.**

No food or drink is permitted on the **carpeted area**. Water bottles with lids only. The under covered deck is the designated meals and refreshment area. It includes a large table and chairs.

Seminar Equipment

Supplied: White board, 1 card table, 1 table (180cmx70cm), stereo, reverse cycle airconditioning.

Amenities

1 toilet, 2 outside tables for refreshments and food service on undercover deck.

Hire

Full Day Hire - \$115*	3 consecutive days \$330*	6 consecutive days \$625*
9am - 5:30pm	9am - 5:30pm	9am - 5:30pm
(an additional 30 minutes for setup and 30 minutes for cleanup, any time over this is calculated at \$20/hour)		

Evening or 3 hour hire \$55 (max 3 hours) 7pm -10pm
(an additional 30 minutes for setup and 30 minutes for cleanup, any time over this is calculated at \$20/hour)

Parking Facilities

Parking facilities are off street only. **Please fill Lower Car Park first.**
It is recommended you have someone assist you as your Parking Angel.

Please note: The Pool & Spa facilities are not available due to Work Place Health & Safety and Insurance restrictions, thank you for your understanding.

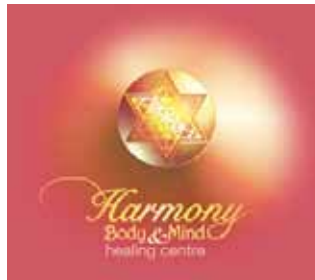
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EQUIPMENT REQUEST

Please tick/number the following

Emerald Room Golden Lotus Room

Number of chairs (maximum that are available are set in each Room*)

Number of tables Projector Screen (only in Golden Lotus)

* **Emerald Room** - 15 chairs is the maximum for this room no additional chairs are available.

* **Golden Lotus Room** - 40 chairs (can seat up to 60) for additional chairs there is chair hire fee of \$4/ chair above the 40 supplied.

Booking Reference Table 2010

Details of hire	Golden Lotus Room	Emerald Room
Full day hire (9am-5:30pm)	\$188	\$115
3 Consecutive Full day hire	\$540	\$330
5 Consecutive Full day hire	\$875	\$525
6 Consecutive Full day hire	\$1035	\$625
Evening hire (7pm-10pm) max 3 hours	\$80	\$55
Additional hours	\$25/hour	\$20/hour
Additional chairs	\$4/ chair	N/A
Setup	30 mins prior included	30 mins prior included
Cleanup	45 mins post included	30 mins post included

****PRICES IN EFFECT FROM 1 MAY 2010**

Cancellation - All booking cancellations must be received in writing and signed. No verbal cancellation will be accepted. In the event of a cancellation by the HIRER, a percentage of the full booking charges will be forfeited by the HIRER. For details of conditions see page 2.

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