

Mundaring Wellness Centre

Casual Booking Terms and Conditions

* Please allow time for set up and pack away in your booking request

If additional tables and chairs are required, alternative arrangements will need to be made. Please contact us to discuss.

TERMS OF BOOKING

GENERAL:

- 1) Keep and maintain order of the hall/room for the duration of hire period.
- 2) Ensure that the hall/room is used only in times booked.
- 3) Leave the hall/room clean and tidy including:
 - a. Removing any rubbish.
 - b. Dishes are washed and put away.
 - c. Sweep and mop floor with broom and mop provided (also dustpan under sink).
 - d. All door and windows are locked - leave toilet unlocked.
 - e. Reverse Cycle Air-conditioner is switched off and remote returned to holder on wall.
 - f. Ensure all lights are in the OFF position, unless specifically indicated in room.(Note: outdoor lights will turn on & off automatically).

If you have opted for the cleaning to be done by the Mundaring Wellness Centre, please ensure above points "d", "e" and "f" are completed before leaving.

- 4) Return keys to Key Safe
- 5) Pay on request, the full cost of any damages caused during the hire period either to the building or the fixtures and fittings provided.
- 6) **Smoking is not permitted on the premises**

DAMAGES:

Under the obligation of rental, you authorise to accept charges, for the full cost of any damages caused during the hire period either to the building, premises or the fixtures and fittings, by yourself or your attendees. By hiring the space you agree to these terms.

INSURANCE:

A copy of a current certificate of insurance for Public Liability and Indemnity is required for bookings. Please forward a copy of your insurance to info@mundaringwellnesscentre.com.au