

## Terms and Conditions of Hire for general or public events

The hirer shall:

1. Restrict all event activity to the room(s) area or building hired for that event and leave the venue in a clean and tidy state.
2. Consult with Estates & Facilities regarding the display of any promotional display, signs or banners, prior to the event.
3. Will be responsible if any damage caused to the University's facilities, including furniture and other goods, during the function and the user will pay the cost of making good that damage.
4. Report any breakages, equipment failure or other incident to Estates & Facilities.
5. University staff and students are not normally charged to hire University spaces, however in some situations a hire fee may apply. Staff and students will be notified of any hire fees when a booking is confirmed.
6. Staff and students must not make bookings on behalf of people outside the University, but should direct external people to the Estates & Facilities.
7. Indemnify and keep the Adelaide University indemnified against all claims, losses, actions, damages, costs and expenses whatsoever to the extent caused directly or indirectly by any negligent act or omission of the hirer or of any of their servants including any claims, losses, actions, damages, costs and expenses arising from personal injury or death caused to any person whatsoever or damage to any property for all losses, expenses and liabilities arising from the use of the venue and any equipment during the hiring or caused by any act or omission of the Hirer or any other person.
8. Comply with the requirements of legislation, regulations and by-laws in relation to a function and in particular must obtain any applicable licence required for the function.
9. Follow guidelines for use of local power supplies. If additional electrical power is required, the maximum load must be stated so the University can determine whether it falls safely within the wiring capacity. Details are required in writing, of all electrical equipment (including power rating) and where it will be located so that the University can assess if the available circuits can carry the proposed loads. This information must be provided a minimum of 5 days before the event. If additional power is required the University will arrange to have it installed (including removal) and the hirer undertakes to pay all reasonable costs associated with this work.
10. Not make installations of any type, including advertising signs, in any location around the grounds without the approval of Estates & Facilities, in advance. An application for such approval should be in writing, and should include particulars of installation desired and an assurance that it will not in any way damage the floor, panelling or fabric.
11. Not remove furniture and equipment contained in theatres and lecture rooms without the prior approval of Estates & Facilities. Failure to do so will incur an additional cost.
12. Maintain good order on the University's grounds at all times.
13. Not serve or sell liquor on any part of the University's grounds unless approval is granted.
14. Accept the University's right to decline to accept any booking.

Inquiries regarding terms & conditions of hire should be directed to:

[facilities.bookings@adelaide.edu.au](mailto:facilities.bookings@adelaide.edu.au)