

## ADELAIDE UNIVERSITY BOOKING FORM TERMS AND CONDITIONS

1. These terms and conditions apply to your request to book an Adelaide University space through the University's Event Booking Form.
2. By pressing 'Submit' you agree to these terms and conditions in connection with your request to book, and your use of, an Adelaide University space.
3. In these terms and conditions
  - 3.1. **Associates** means any person (including without limitation an employee, agent, contractor, external service provider, attendee or invitee) that accesses or uses the Venue in any way as a result of your booking.
  - 3.2. **Event** means the purpose of the use of the Venue.
  - 3.3. **Adelaide University Space** means any land and buildings owned or operated by the Adelaide University.
  - 3.4. **Venue** means the location(s) that you request to book via the University's Event Booking Form
4. By pressing 'Submit' you will submit a request to book a Venue. This request is does not constitute a booking.
5. The University will consider your request within a reasonable time of receipt, but is not obliged to accept your request at any time.
6. In submitting a request you warrant and represent that you are requesting a booking for a Venue for use by you, and not on behalf of any third party.
7. In considering your request, without limiting any other rights the University may have at law, the University may:
  - 7.1. require you to provide any additional information that the University considers necessary to determine whether or not to accept your request;
  - 7.2. where your request cannot be accommodated due to logistical reasons (e.g. time clashes, venue availability etc)
    - 7.2.1. propose alternative times and Venues; or
    - 7.2.2. reject your request.
  - 7.3. reject your request if it does not, or you do not, comply with these terms and conditions;
  - 7.4. reject your request if in the University's opinion your request or proposed use of the Venue may or will:
    - 7.4.1. cause or result in any activity that is objectionable, dangerous or unlawful;
    - 7.4.2. be detrimental to the wellbeing of any person on or around the University's ground or prejudice the University's ability to foster the wellbeing of its staff and students;
    - 7.4.3. infringe the intellectual property rights of any third parties;
    - 7.4.4. breach any University Policy, Statute or By-Law;
    - 7.4.5. be inconsistent with the University's objects under the Adelaide University Act 2023 (SA); or
    - 7.4.6. result in the advancement of theories or propositions which do not meet scholarly standards to such an extent as to be detrimental to the University's character as an institution of higher learning.
8. If the University accepts your request you:
  - 8.1. acknowledge that there will be costs associate with your use of the Venue, including but not limited to security, utilities, audio and visual, car parking and cleaning; and
  - 8.2. will be required to execute a venue hire agreement in the form determined by the University from time to time to document the agreement between you and the University regarding your use of the Venue.
9. Your booking of a Venue will only be effective once you have signed and returned the venue hire agreement to the University and paid any amounts as may be required under that agreement. Until you execute the venue hire agreement you do not have any right to use or access the Venue.
10. If you have any questions relating to these terms and conditions, please contact [facilities.booking@adelaide.edu.au](mailto:facilities.booking@adelaide.edu.au).