

# GLASSHOUSE ARTS, CONFERENCE AND ENTERTAINMENT CENTRE

Glasshouse Arts Conference and Entertainment Centre  
32 Clarence St  
PORT MACQUARIE, NSW NSW  
Phone: 0265818293  
ABN: 11 236 901 601

GLASSHOUSE VENUE HIRE AGREEMENT #: 894

**Event Name:** Example

**Booking No.:** 894

**Booked From.:** 02-Jan-12

**Booked To.:** 02-Jan-12

**Client Name:** Glasshouse Arts, Conference & Entertainment

**Contact:** Bec Washington

**Office:** 02 6581 8551

**Mobile:** 0416 232 436

**Fax.:** 02 6581 8107

**Email:** bec.washington@pmhc.nsw.gov.au

**Address:** 32-40 Clarence St  
Port Macquarie NSW 2444  
Australia

## Payments

The Hirer agrees to pay all charges associated with the event as per the following cost breakdown. Any additional goods and services requested during the course of the event will be charged at the prevailing rates. All charges listed are inclusive of GST and \$(AUD).

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## Monday, 2 January 2012

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### Foyer Mezzanine

From 09:00 To 17:00

	Price	GST	Discount	Net Price
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<b>Total Price:</b>	<b>\$0.00</b>
<b>Total Discounted:</b>	<b>\$0.00</b>
<b>Total Net Price:</b>	<b>\$0.00</b>
Location Sub Total:	\$0.00
Total Pre-Tax:	\$0.00
GST:	\$0.00
Total:	\$0.00
<b>Less Payments:</b>	<b>\$0.00</b>
<b>Balance:</b>	<b>\$0.00</b>

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# GLASSHOUSE VENUE HIRE AGREEMENT made on: 23-Jan-2012

BETWEEN

Glasshouse Arts, Conference and Entertainment Centre ABN 11 236 901 601 / BN 98273120 as a trading entity of Port Macquarie Hastings Council located at 30-42 Clarence Street Port Macquarie NSW Australia 2444 Lots 21 & 22 DP 868598 & SP12292. hereinafter called the "Glasshouse"

and the Client named in the Event Confirmation contained in Venue Hire Agreement hereinafter called the "Hirer"

AGREE to the Glasshouse Venue Hire Standard Terms and Conditions (Part B), and the following parts pertaining to the aforementioned terms and conditions. if there is any inconsistency between the provisions of this document and the Glasshouse Arts, Conference and Entertainment Centre Standard Terms and Conditions this document shall have precedence;

## **PUBLIC LIABILITY INSURANCE**

Prior to any activity taking place in the venue the Hirer listed in this agreement will provide the Glasshouse with a copy of a valid Certificate of Currency for Product and Public Liability insurance coverage of no less than TWENTY MILLION DOLLARS \$20,000,000.00 noting the interest of Port Macquarie Hastings Council for their respective rights and interests.

## **AGREED USE AND PERIOD OF LICENCE**

The Glasshouse grants to the Hirer, and the Hirer agrees to a the non exclusive licence to areas within the Glasshouse as per the Venues(s) and Agreed times contained within this agreement.

## **VARIATIONS**

Booking dates, times and conditions stipulated within this agreement must be adhered to or additional costs will be charged for extra service provision including but not limited to additional staff, equipment, services, catering or event access.

Request for additional good or services beyond those listed within this agreement must be provided 14 working days prior to the Event within any final alterations received by the Glasshouse in writing at least 3 working days prior to the event.

## **CANCELLATION FEE**

If the booking is cancelled by the Hirer the Hirer will be liable for percentage payments as follows;

- | 0 - 7 days prior to the Event Start Date: 100% of the Total Event Charges.
- | 7 - 14 days prior to the Event Start Date: 50% of the Total Event Charges.
- | 15-60 days prior to the Event Start Date 25% of the Total Event Charges.
- | more than 60 days prior to the Event Start Date: 0% of Total Event Charges unless any costs have already been incurred by the Glasshouse, by agreement with the Hirer in which case the balance of the deposit less these expenses will be returned.

