

"JESSIE'S SPACE" VENUE HIRE



WORKSHOPS | MEETINGS | SMALL CORPORATE | PRIVATE PARTIES |
COMMUNITY EVENTS

Daily Hire:

2 hours = \$60 [minimum]

5 hours = \$150

8 hours = \$240

Workshop Packages:

3 x 3 hours = \$250 (~\$28/hr)

3 x 6 hours = \$470 (~\$26/hr)

3 x 8 hours = \$600 (~\$25/hr)

All Rates above are INCLUSIVE of GST.

Venue is available for hire between 7am – 3:30pm, Monday – Wednesday
[Sundays on request] | Maximum of 20 guests.

Included: Exclusive use of room, water, lighting, WiFi, air conditioning, Smart TV access,
Bluetooth sound system.

Bathroom available for use in Jessie's Café.

JESSIE'S SPACE ADDITIONAL INFORMATION & TERMS & CONDITIONS:

ADDITIONAL INFORMATION:

- Venue hire does not include use of coffee machines.
- Venue hire does not include staff, food or drink [catering list provided on request – please advise QTY of people and food specifications – ie. morning tea, lunch etc.]. Coffee can be purchased directly from Jessie's Café.
- Venue will be required to be completely cleaned after use [refer T&C Hire Lease Agreement] and all furniture to be re-arranged to original layout prior to booking.
- Venue does not include any alcohol [refer T&C Hire Lease Agreement for alcohol permissions]

A Hire Lease Agreement including cleaning requirements and equipment usage needs to be signed for all venue hire.

'JESSIE'S SPACE' VENUE HIRE TERMS AND CONDITIONS:

CONFIRMATION:

Confirmation of booking must be made within 7 days of agreed date.

Confirmation includes: 50% deposit payment, signed copy of our Terms and Conditions and completed prior venue hire meeting.

We reserve the right to cancel the booking if confirmation and deposit have not been received in the timeframe as per above.

NUMBER OF GUESTS:

Jessie's Space holds a maximum of 20 guests.

CATERING / STAFFING:

Catering and Staffing is available on request at an additional charge. Catering menu needs to be finalized 3 days prior to the function and will be non-refundable due to ordering and planning timeframes.

Catering / Staffing will be added to the Venue Hire invoice.

No Food or beverage is permitted to be brought into the venue for consumption without prior approval.

PRICE:

Please refer above for pricing schedule.

If you require catering and staff, please advise and we will provide pricing upon request.

DEPOSIT:

A 50% deposit is payable within 7 days of agreed date.

PAYMENT:

Full payment is required 72 hours prior to the function and should be made by credit card or EFT. An invoice will be issued upon booking confirmation.

'JESSIE'S SPACE' VENUE HIRE TERMS AND CONDITIONS CONTINUED:

CANCELLATION BY CLIENT:

If 72 hours notice is given, no cancellation fee will apply and the 50% deposit will be refunded.

If cancellations are less than 72 hours before the event – the 50% deposit is non-refundable.

ADDITIONAL VENUE HIRE DETAILS:

The Hirer can only access agreed area of the premises, as well as the café during opening hours or to use the toilet.

The Venue needs to be returned to its original state; all furniture needs to be reset to its original configuration at the end of the event.

The hirer is responsible for cleaning the venue inside [as per cleaning guidelines].

If cleaning is not completed as per cleaning guidelines, the cost of any additional cleaning required after the hire period will be charged.

The hirer is financially liable for any damages sustained to the venue. This includes: venue structure, venue furniture and furnishings, utensils and equipment. The hirer needs to notify us of any damages and will be liable for the cost of repair or replacement if at fault.

Please note, nothing is to be adhered, nailed or screwed into any wall or surface without prior permission from Jessie's Space.

Jessie's Space accepts no liability for the loss or any damage to the property brought into our premises which is owned by or in custody of you, employees, guests or anyone attending the event.

Jessie's Space accepts no liability for disease caused by the hirer, your employees or guests, or anyone attending the event for outside food and beverage or equipment brought into the venue.

Hirer and guest will not suffer or permit the doing of anything which will or is likely to cause Jessie's Space to suffer or incur loss, damage, liability or public criticism.

ALCOHOL:

Please note no alcohol is to be sold to guests. The hirer will need to obtain a permit from the department of local government, sport and culture industries. A copy will need to be supplied prior to the event.

If alcohol is offered to guests free of charge, no licence is required. The Hirer needs to ensure guests are served in accordance with relevant servicing of alcohol laws.

Alcohol is to only be consumed inside the booked function area with Jessie's Space to be notified if alcohol is being provided.

_____ OF _____

By signing this Terms and Conditions form, the hirer declares they have read, understood and agreed to Jessie's Cafe Venue Hire Terms and Conditions.

Date of Event: _____

Signed: _____

Date: _____