



February 2015

## Hire terms and conditions.

### *Hours of operation*

Twotonmax is permitted to operate to 12.30am.

### *Liquor licensing*

Service staff are typically engaged by the caterer and are responsible for the service of alcohol and must be RSA qualified. It is the caterer's liquor licence that is applicable at each event.

If a caterer is not present at an event, or is not in possession of a portable liquor licence, a temporary licence may be required for the event and this should be discussed with the venue manager.

### *Bond*

A security bond will be held for all functions and events. It will be returned after the venue has been vacated and inspected by the venue manager. If damage has occurred to the premises or the venue is not adequately cleared and presented, we will photograph the area/s of concern and immediately act to rectify the problem. The value of works and additional management time will be deducted from the bond monies.

### *Noise restrictions*

Amplified music such as DJs and live musicians are allowed at the venue and can play to a moderate level which will be monitored by the venue manager. Music can be played until the venue closing time of 12.30am.

Whenever music is being played the bi-fold doors to the West must be closed to assist in containing the noise.

### *Venue Management*

Basic venue management services include our attendance at the venue during client planning meetings and supplier meetings prior to each event. It includes working alongside the event planner during the setup phase of an event, receiving deliveries and coordinating/directing suppliers during load-in and load-out times. During the event we will attend to bathroom areas, replenish consumables as required, and monitor and attend to all issues that may arise in relation to the venue. We endeavour to undertake any reasonable task during an event, such as assisting any of the supplier teams with their work or assisting guests with access or any other needs.

This is charged at \$300 plus GST for the basic service.

### *Event Management*

Can be provided at an additional charge.

### *Security guard/s*

Whenever alcohol is being served at twotonmax, a security guard must be present to monitor guest behaviour and in particular the venue entry. It may also be deemed necessary to have a guard present on other occasions.

A single guard is typically sufficient to secure the venue, although the number of guards may be increased according to the type of event and number of attendees (or any particular risk we have determined).

Guards are charged at \$55.00 plus GST per hour per guard, with a minimum charge of 4 hours.

### *General cleaning*

All areas are to be left in a tidy condition, ready for professional cleaning. The kitchen area (including ovens and cooking equipment) is to be cleaned to the same condition in which it was found.

A typical post-event clean covers all internal areas of the venue and requires seven hours of cleaning time, at the rate of \$50 plus GST per hour.

If the venue is excessively dirty, if the outdoor kitchen area requires cleaning, or if cleaning is required for multi-day events, this will be charged in addition.



#### *Lighting, audiovisual, rigging*

Technical Events is the preferred supplier at twotonmax. Some wiring, systems and equipment within the venue is owned by Technical Events and they are the most familiar team with the venue's infrastructure and characteristics.

All overhead work, including the suspension of décor items such as floral arrangements, is to be performed by Technical Events to ensure the safety and protection of the venue and installed equipment. Technical Events frequently works in conjunction with other suppliers to rig/suspend and arrange décor items and personal effects.

If an alternate lighting or audiovisual company is to be used for an event, Technical Events will provide a Technician on Duty (TOD) to be present during the entire period an alternate lighting/audiovisual company is present on site. The TOD will manage the alternate supplier and advise on infrastructure and safety issues. Charges may also apply if you wish to utilise any systems and/or wiring belonging to Technical Events. Please note the TOD will perform a supervisory/advisory role and will not perform labour or other duties, nor will they operate equipment supplied by an alternate supplier (unless by prior arrangement with Technical Events).

Technical Events [www.technicalevents.com.au](http://www.technicalevents.com.au)

Scott Dickson 0428 982 211

Dave Wailes 0419 332 687

#### *Responsible drinking on/around dance floor*

Patrons are reminded that for safety reasons, beverages are not to be consumed on the dancefloor area. If the venue manager considers that the dance floor has become dangerous for any reason, they may insist that footwear be worn by patrons who are engaged in dancing.

#### *Deliveries via Langford Street entry points*

The roller door entry can accommodate small trucks up to approx. 3.2 high. A spotter is required at all times to ensure pedestrian safety and to prevent damage to the building. Larger vehicles should parallel park in Langford Street while loading/unloading goods.

#### *Vehicles within the venue*

By prior arrangement only. This is to be discussed with the venue manager.

#### *Scissor lifts and motorised access equipment*

By prior arrangement only. This is to be discussed with the venue manager. Please note there is no facility for safe storage of access equipment within the venue or on the premises.

#### *Rear access via Steel Street*

All cooking equipment, trestles or marquees are to be delivered and collected via the rear entry. Note the gate can be opened from inside and is accessed from the rear of the venue.

#### *Skip bins and mobile storage rooms/coolrooms*

If required, coolrooms and skip bins should be parked adjacent to the Steel Street entry point. These must be removed from the area immediately after each event, to minimise disruption to on-street parking facilities.

#### *On-site storage of goods*

Due to the venue's limited storage facilities we cannot safely store goods on behalf of our guests or event organisers. Please discuss requirements with the venue manager.

#### *Set Up and Pack Down*

We note all bump-in and bump-out must be achieved during the agreed times. Please ensure the appropriate number of staff are allocated to achieve the tasks within the agreed times.



If the venue is not completely vacated at the agreed time we may charge an additional \$300 plus GST per hour or any part thereof.

#### *Outdoor cooking*

Intensive cooking processes (such as deep frying or char-grilling) are not to be undertaken within the venue or the venue's kitchen area. The outdoor area at the rear of the venue may be used for these processes after prior arrangement with the manager. Availability of adequate power, safety of appliance under the marquee, and maintenance of adequate egress passageways are all to be discussed during setup.

Any additional cleaning or repairs, including the disposal of liquids such as oils, will be charged.

#### *Rubbish removal*

All rubbish is to be removed from the premises.

If rubbish is left on site, or identified in the bins of neighbouring properties, the venue manager will immediately engage the appropriate contractors and the cost of rubbish removal and management time will be deducted from the security bond.

#### *Decorations*

Products which leave stains or marks on the concrete floor are not to be used at the venue, ie: Confetti, bunting, ribbons, streamers & sparklers.

#### *Photography*

Images taken before or during an event by the venue manager or provided to the venue manager by clients of twotonmax or their representatives, may be published on the twotonmax.com.au website or the twotonmax facebook page without obtaining specific permissions.

#### *Indemnity*

Push projects (trading as) twotonmax takes no responsibility for any personal injury incurred on the premises.

#### *Public Liability Insurance*

The venue has public liability cover to \$10million.

#### *Rate adjustments*

Venue hire rates and any related event costs may be reviewed each financial year.