

Conference Suite - Conditions of Use

January 2016

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1. Bookings

Bookings can be made at **stronglaw.com.au** through the link on the Conference Rooms page. Bookings must be made 7 days prior to the conference being held and can be made up to six months in advance within the financial year.

1.1 Payment

Payment must be made prior to the conference. If other fees (overtime, damage, etc.) are incurred an invoice detailing this shall be issued to the client by email after the conference.

Invoices are payable by MasterCard, Visa, cash, cheque, direct deposit and Eftpos.

Our Direct deposit details are as follows:

Bank:	Commonwealth Bank
BSB:	062 919
Account Number:	10351259
Account Name:	Strong Law Pty Ltd Trust Account
Reference:	[mediation name + conference + date]

1.2 Cancelling Bookings

Cancellation must be made in writing to strong@stronglaw.com.au. This must include the booking name and date and time of booking.

Cancellation made less than 48 hours before the Conference will incur a cancellation fee.

1.3 Termination of Bookings

Strong Law may terminate bookings or availability for hire of rooms and will give the client 24 hours' notice.

1.4 Contact

For further information on booking the Conference Suite please call us on **6247 6247**.

2. Usage of facilities

2.1 Access to rooms

The rooms are accessed using a key which can be picked up at the reception of Strong Law.

2.2 Kitchenette

Complimentary tea and coffee is available at the kitchenette. If a catering option has been selected then there are plates and utensils available. The kitchenette is also fitted with a small bar fridge to store milk.

2.3 Closing and Cleaning Up

It is the responsibility of the hirer to ensure that the door is locked, lights, power points and equipment switched off and that the key is returned at the end of their time.

All users must vacate the Conference Suite at the arranged time unless negotiated otherwise with Strong Law. This negotiation is subject to room availability and opening hours of the conference rooms.

Additional charges will apply for additional hours with a 15 minute grace period.

The glass board must be cleaned after use and all equipment and furnishing returned to how the room was found.

2.4 Furniture and Equipment

The two break out rooms each have:

- 2.4.1 1 pot plant;
- 2.4.2 1 table; and
- 2.4.3 4 chairs.

The main conference room has:

- 2.4.4 2 pot plants;
- 2.4.5 1 table;
- 2.4.6 8 chairs;
- 2.4.7 1 side board;
- 2.4.8 1 glass board;
- 2.4.9 2 whiteboard markers;
- 2.4.10 1 whiteboard eraser; and
- 2.4.11 8 coasters.

The hall has:

- 2.4.12 1 planter box;
- 2.4.13 1 sideboard (stocked with white paper); and
- 2.4.14 Kitchenette.

2.5 Damage

The hirer will be held responsible for payment of any damage to property, furnishing or equipment, other than through normal wear and tear.

3. Disclaimer

Strong Law accepts no responsibility for personal items or property lost, stolen or damaged in the Conference suite.

4. Hire Fees

Half day (9.00am – 1.00pm or 1.00pm – 5.00pm) fee: \$400.00 + GST

Full day (9.00am – 5.00pm) fee: \$800.00 + GST

Additional hours are charge per hour: \$100.00 per hour with a 15 minute grace period. A full day flat fee is incurred for any more than an hour overtime.

5. Hours of operation

The Conference Suite are available between 9.00am and 5.00pm with a grace of 15 minutes on either side for set up and pack up.

6. Penalties

If cancellation occurs within 48 hours of the nominated booking time a 25% fee will be incurred. Any other cancellations prior to this time will result in a full refund.

Item	Penalty
Damage to the structure of the building eg floors or walls	Actual cost of repair
Electrical equipment	Actual cost of repair
Damage to tables, chairs, doors, locks or equipment	Actual cost of repair or replacement
Lost keys	\$30