



**Westmead Education and Conference Centre  
Terms and Conditions**

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## Terms and Conditions for WSLHD and University of Sydney bookings:

### Application for Hire

- Application for hire of venues in the Westmead Hospital Education and Conference Centre (WECC) must be lodged via the online booking form found on the WECC webpage - <https://www.wslhd.health.nsw.gov.au/Westmead-Education-and-Conference-Centre>
- The minimum booking period is four hours. Bookings for less than four hours may be accepted by arrangement only with the Manager of WECC.
- The WECC reserves the right to suspend the use of the facilities at any time.
- The WECC reserves the right in its absolute discretion to refuse to accept any booking or to cancel any booking already made. The Hospital will not be liable for any loss or damage in consequence of the exercise of this right.

### Fees

- All charges include GST
- Out of hours bookings attract an additional concierge/cleaning/security fee. This is \$555 per booking for 4 hours or \$1030 for 8 hours.
- It is the responsibility of the hirer to leave the venue clean and tidy after use. The cost of general cleaning is included in the venue hire charge. The hirer will be responsible if additional cleaning is required following an event – an additional charge of \$250 (minimum) will be charge
- Venues must be vacated on or before the agreed time – bookings running overtime will incur an extension of booked time fee at \$60 per ½ hour
- The Hospital reserves the right to change the hiring fees at any time prior to the day of hire.

### Function Coordination

- Hire of venues and facilities does not include the management, coordination or catering of events. Hirers are responsible for the organisation, co-ordination or catering of all details regarding their events. A WECC staff member – concierge, will be available during the hire period to offer support and assistance as required.

### Safety

- No items shall be placed in front of or obstruct clear access to the fire exits.

### Use of the Venues

- The hirer must abide by the room capacity size as set by Workplace Safety requirements.
- The work of the Hospital shall not be interfered with in any way.
- The hirer shall comply with the security arrangements in the building in which the premises are located, as notified by the Manager/delegated employee of the Security Officers covering the building.
- Consideration must be shown to other users of the centre.
- No materials, equipment or property belonging to the Hospital or to others normally occupying the rooms concerned shall be interfered with in any way.
- The hirer shall use only the allocated room(s).
- The hirer is to ensure that nothing is permitted which is disorderly or unlawful in connection with the use of the Centre.
- The hirer will, while on the premises, abide by the directives of the WECC and Westmead Hospital Staff.
- The hire is responsible for the behaviour of those in attendance during the hire period.
- On completion of functions, all persons involved shall be dispersed in an orderly fashion.

## Terms and Conditions for WSLHD and University of Sydney bookings:

### Catering

- Under no circumstances must food or drink be consumed in the room(s) booked.
- All catering must be consumed in the appropriately allocated crush or collaboration areas within WECC.
- Catering on WECC level 1 is only permitted after 4:00pm.
- The hirer is responsible for managing and arranging the catering deliveries, and clean up.
- All food waste is to be collected and placed in the appropriate waste and recycling bins at the end of each session or day.

### Observance of Venue Hire Period

- Observation of the allocated booking times is important to avoid clashes between various hirers who use the centre premises.
- Venues must be vacated on or before the agreed time.
- Bookings running overtime will incur an extension of booked time fee at \$60 per ½ hour.

### Care of Premises

- The rooms, site and toilets shall be left in a clean and tidy condition.
- All rubbish is to be collected and placed in the appropriate waste and recycling bins at the end of each session or day.
- The cost of general cleaning is included in the venue hire charge. The hirer will be responsible if additional cleaning is required following an event – an additional charge of \$250 (minimum) will be charge
- Fixed furniture shall not be moved.

### Noise

- Noise is to be restricted to a reasonable level, taking into consideration other ongoing sessions and the general hospital population.

### Smoking, Illicit drugs and Alcohol

- WECC enforces the NSW Ministry of Health non-smoking policy and Code of Conduct. Smoking and being under the influence of illicit drugs are not permitted on the premises
- Alcohol at events within the WECC must follow the WECC Service of Alcohol guidelines, which can be found on the WECC webpage - <https://www.wslhd.health.nsw.gov.au/Westmead-Education-and-Conference-Centre> .

### Damages and Repairs

- The hirer is required to ensure that all facility equipment and/or furniture is cleaned and undamaged at the completion of the hire period. Any damaged furniture and equipment must be reported immediately to the WECC office. Hirers not reporting damage or faults will be held responsible for the cost of repair of the goods.

### Insurance

- The hirer indemnifies the Hospital against all actions, suits, claims, demands, proceedings, losses, damages, compensation, costs (including Solicitor and client costs) in respect of:
  - a) any personal injury occurring on the premises or on the Hospital grounds, or
  - b) or, damage to the equipment or any other property of the Hospital or any other person or corporate body arising directly or indirectly from the use of the premises or equipment by the hirer

## Terms and Conditions for WSLHD and University of Sydney bookings:

### Property

- WECC shall not be responsible for any form of loss or damage to the hirer's property, arising from the hiring of WECC facilities and from events being held in WECC facilities. WECC recommends appropriate securing and indemnity measures are taken, by the hirer or any person in the facility at the invitation of the hirer, in respect to any loss of, or damage of equipment.
- The hirer is not permitted to remove or relocate any property or items in the WECC not belonging to the hirer, without written consent from WECC.

### Onsite car parking

- No car parking is included with venue hire. There are multiple parking stations located around Westmead Hospital for the hirer and attendees to use. See individual parking stations for information on cost.

### Storage

- Storage facilities are not available to hirers. There is limited on site space for storage before or after the event and will be decided on a case-by-case basis.

### Children

- Children on the premises are to be supervised at all times by a responsible adult. Hirers must ensure that children are not placed at risk upon entering and leaving the Hospital building or grounds.

### Equipment

- Any equipment used is to be returned to its correct storage area, unless otherwise advised.
- The hirer using external computer equipment requiring testing or installation in any room(s) of the Westmead Education and Conference Centre (WECC) must surrender equipment to WECC reception and will be installed by a lecture theatre attendant in the presence of the customer.
- The WECC will arrange the set-up of WECC chairs, tables and where relevant WECC training equipment, for bookings as requested. The hirer is responsible for any further set up requirements of facilities for unique events.

### Access/ Set-up/ Pack-up

- The hirer must take into consideration their access/set-up/pack-up requirements when booking venues. All booking times are inclusive of set-up and pack-up.

### Walls/Alterations and Painting

- Alterations or additions to venues must not be made. No nails, screws, adhesives, or fasteners may be driven into or attached to the walls, doors, glass, floors, furniture, fittings or equipment in the venue.

### Prohibited Substances/ Articles

- The hire is not permitted to take into or use the following substances within the WECC or the Hospital grounds:
  - a) Any physical samples/specimens
  - b) Any medical equipment or devices which are not properly cleaned or sterile
  - c) Any type of firework or flammable substances
  - d) Any chemical substance deemed toxic or dangerous
- If you are unsure if an item you wish to bring for an event would be prohibited please email [wsldh-wecc@health.nsw.gov.au](mailto:wsldh-wecc@health.nsw.gov.au) prior to your event to have your item reviewed.

## **Terms and Conditions for WSLHD and University of Sydney bookings:**

### **Uncollected Goods**

- All items of property owned by the hirer must be removed from the WECC on or before the agreed vacation time, unless special arrangements have been made otherwise.
- Any goods left on the premises after occupancy may be removed and disposed of at the discretion of the WECC, without compensation to the owner or person responsible.

### **Breach of Agreement**

- WECC reserves the right at its sole discretion not to approve any application or to cancel the agreement at any time for any breach of policy or procedure.

## Terms and Conditions for NSW Health and other external bookings:

### Application for Hire

- Application for hire of venues in the Westmead Hospital Education and Conference Centre (WECC) must be lodged via the online booking form found on the WECC webpage - <https://www.wslhd.health.nsw.gov.au/Westmead-Education-and-Conference-Centre>
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- The WECC reserves the right to suspend the use of the facilities at any time.
- The WECC reserves the right in its absolute discretion to refuse to accept any booking or to cancel any booking already made. The Hospital will not be liable for any loss or damage in consequence of the exercise of this right.

### Fees

- All charges include GST
- Out of hours bookings attract an additional concierge/cleaning/security fee. This is \$555 per booking for 4 hours or \$1030 for 8 hours.
- It is the responsibility of the hirer to leave the venue clean and tidy after use. The cost of general cleaning is included in the venue hire charge. The hirer will be responsible if additional cleaning is required following an event – an additional charge of \$250 (minimum) will be charge
- Venues must be vacated on or before the agreed time – bookings running overtime will incur an extension of booked time fee at \$60 per ½ hour
- Where multiple venues are booked, the largest venue is full price with a 20% discount for all additional rooms.
- Successful applications will be confirmed in writing with quote for fees included.
- In the event of a cancellation by the hirer, a percentage of the full booking charges will be forfeited by the hirer as follows:
  - a) 24 hours prior to event – the whole fee
  - b) Between 1-7 days prior to event – 75% of the fee
  - c) Between 8-14 days prior to event – 50% of the fee
  - d) Up to one month prior to event – 25% of the fee
- 25% discount on venue hire for Non-for Profit (NFP) organisations (not applicable for after hour, weekend and public holiday hire)
- The Hospital reserves the right to change the hiring fees at any time prior to the day of hire.

### Function Coordination

- Hire of venues and facilities does not include the management, coordination or catering of events. Hirers are responsible for the organisation, co-ordination or catering of all details regarding their events. A WECC staff member – concierge, will be available during the hire period to offer support and assistance as required.

### Safety

- No items shall be placed in front of or obstruct clear access to the fire exits.

## **Terms and Conditions for NSW Health and other external bookings:**

### **Use of the Venues**

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- The hire is responsible for the behaviour of those in attendance during the hire period.
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### **Insurance**

- The hirer indemnifies the Hospital against all actions, suits, claims, demands, proceedings, losses, damages, compensation, costs (including Solicitor and client costs) in respect of:
  - a) any personal injury occurring on the premises or on the Hospital grounds, or
  - b) or, damage to the equipment or any other property of the Hospital or any other person or corporate body arising directly or indirectly from the use of the premises or equipment by the hirer

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