

## WESTMEAD HOSPITAL LOCAL HEALTH DISTRICT

### Conditions of Use

#### ***Westmead Education and Conference Centre (WECC)***

(A unit of Western Sydney Local Health District)

1. The work of the Hospital shall not be interfered with in any way.
2. Proper conduct and behaviour shall be observed at all times.
3. The hirer indemnifies the Hospital and Local Health District 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) 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.
4. No materials, equipment or property belonging to the Hospital or to others normally occupying the rooms concerned shall be interfered with in any way.
5. The hirer shall use only the allocated room(s).
6. The rooms, site and toilets shall be left in a clean and tidy condition.
7. The hirer agrees to meet any additional costs of cleaning incurred as a result of the use of the rooms and the building in which the cleaner concerned is employed.
8. No structural or other alteration of any kind shall be made to the rooms without the prior written approval of the Hospital.
9. Fixed furniture shall not be moved.
10. In accordance with Department of Health regulations there shall be no smoking in the building or on Hospital grounds.
11. The hirer shall ensure there is no consumption of intoxicating liquor or gambling of any description, unless prior permission has been granted.

12. Equipment shall not be stored on the Hospital premises unless prior consent to do so has been granted by the Hospital.
13. On completion of functions, all persons involved shall be dispersed in an orderly fashion.
14. The Hospital reserves the right to suspend the use of the facilities at any time.
15. 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.
16. The Hospital reserves the right to change the hiring fees at any time prior to the day of hire.
17. The hirer agrees to pay the relevant amounts applicable to the hire.
18. Cancellation of bookings by the hirer and requests for refunds must be forwarded to the Hospital in writing for consideration.
19. The Hospital reserves the right in it's 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.

..... hereby agrees to these Conditions of Use  
**(Name of Organisation/Client)**

Signed for an on behalf of ..... by its authorised representative.  
**(Name of Organisation/Client)**

.....  
**Signature of representative**

.....  
**Name of representative (in block letters).**

.....  
**OFFICE USE ONLY:**

Date of Booking: .....

Venue/s Booked: .....

Subject Name of Booking: .....