



## Research and Education Network

### Westmead Education and Conference Centre Conditions of Use

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 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
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. Under no circumstances must food or drink be consumed in the room(s) booked. Food and drink for catered events may be consumed in the foyer area by permission from the venue staff and management. The hirer is responsible for managing and arranging the catering deliveries, and clean up.
13. Equipment shall not be stored on the Hospital premises unless prior consent to do so has been granted by the Hospital.

14. On completion of functions, all persons involved shall be dispersed in an orderly fashion.
15. The Hospital reserves the right to suspend the use of the facilities at any time.
16. 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.
17. The Hospital reserves the right to change the hiring fees at any time prior to the day of hire.
18. The hirer agrees to pay the relevant amounts applicable to the hire.
19. Cancellation of bookings by the hirer and requests for refunds must be forwarded to the Hospital in writing for consideration.
20. 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.
21. 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.

**Declaration**

Name of Organisation/Client, which hereby agrees to these Conditions of Use

Signature of the authorised representative of Organisation/Client

Name of the authorised representative of Organisation/Client (in block letters)

OFFICE USE ONLY	
Date of Booking	
Venue/s Booked	
Event Name of Booking	