



Venue Hire Agreement

Date:

Between Bliss Central, ABN: 46 567 152 323, 9 Compton St, Adelaide SA 5000
0470 643 593, admin@blisscentral.com.au

And (Hirer)

Event Title _____

Company Name _____

Representative _____

Address _____

Phone _____

Email _____

Booking Details:

Name of space Main Room at Bliss Central, 9 Compton Street, Level 1, Adelaide

Size of the room approx. 7.1m x 10.9m, ceiling: 2.9m

Day / Date of Event _____ Event Time _____

Access Time : Start (set up) _____ Finish (pack-up) _____

Fees and Charges

Hire Fee: \$20/ph weekdays Mon-Fri plus GST, \$25/ph weekends Sat-Sun plus GST

Please add minimum 15 mins for set up and 15 mins for pack up into your hire access time.

Venue Hire Fee does include:

- Access and use of the Bliss Central main yoga space for the use and times as stated above for a maximum of 60 guests
- 60 folding chairs
- 20 yoga blocks: bamboo (10) & cork (10), 10 straps/belts
- Lighting, air – conditioning, gas heating (instructions in the studio)
- Toilet facilities (1.8mx2.5m) and Change/cloak room access (1.8mx2.5m)
- White board and markers

Venue Hire does not include:

- Any additional Staff
- Cleaning and Waste removal
- Additional furniture or equipment (20 non-toxic eco yoga mats, 20 of 100% organic cotton bolsters, 15 of 100% organic blankets - \$3 each to hire)
- Trestle table \$10
- Data projector (\$30 to hire)



Payments

1. Deposit Payment – 20% of total hire fee, within 7 days from the booking date (non-refundable)
2. Balance Payment – this must occur no later than 14 calendar days prior to the event
 - Payment is subject to cancellation clause
 - Deposit to be made by direct debit or cash
 - The booking is considered Confirmed only when the Full Payment is made and signed Venue Hire Agreement have been received
 - Any additional charges (eg for extended hours, additional cleaning costs, damages, etc) is required to be settled at the completion of the function.
 - \$10 refundable key deposit (form encl) when applicable

Cancellation Policy

- More than 3 months prior to the function – Full Refund
- More than 21 calendar days prior to the function – 80% Refund (Full Payment Minus Deposit)
- Less than 14 calendar days prior to the event – No Refund

OHS / Prohibited Activities

- No smoking, alcohol, drugs or any illegal substances are permitted on premises
- No open candles usage permitted
- The hire will make No alterations or additions to the venue, its structure, or the fittings, or decorations or furnishings or facilities or equipment without prior written approval by the Landlord (no blue tags on walls)

Promotion / Marketing

- To help promote your event, please provide us with your facebook event page, printed fliers (up to 100), printed posters (up to 6), business cards (if applicable), others (if applicable). Promotion starts upon the full payment of the hire fee. We suggest minimum 3 weeks of promotion prior to the event.

Non-Exclusivity

Bliss Central reserves the right to use the any other part of the premises for any other purpose at the same time as the Hirer is occupying the venue/space specified above.

Insurance

The Hirer is fully responsible for their own public liability and event insurance.



SUMMARY

Total Venue Hire Fee: _____
(incl set-up/pack-up)

Deposit paid by: _____

Full payment paid by: _____

Key/s Collection Date/Time: _____

Additional Information/Terms / Needs

Signed on behalf of the Venue/Bliss Central

Print Name _____

Date _____

Signature _____

Signed for/on behalf of the Hirer
