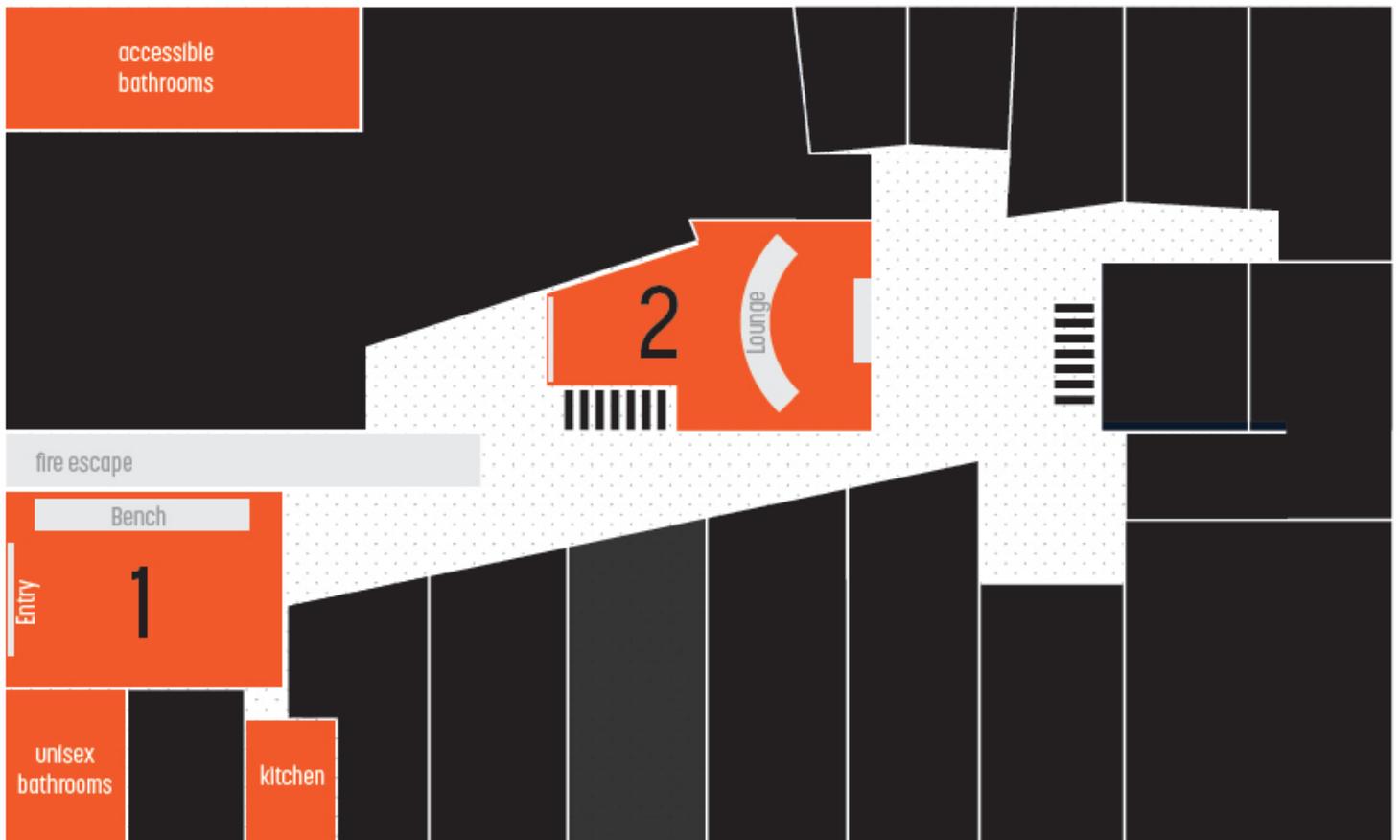




**EVENT BOOKING GUIDE
2018>**

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61-63 PARRY STREET
Newcastle, NSW 2302
work@innx.com.au
www.innx.com.au
4013 4445



1 The INNX Bench is ideal for hosting small workshops or cocktail functions. With the 6-metre stretch timber bench it is perfect for collaborating & creating big ideas.

Inclusions:

- + WIFI
- + Sonos Speakers
- + 13 Timber Stools
- + 6-metre stretch Timber Bench
- + Capacity (Seated): 12 pax
- + Capacity (Cocktail): 30 pax
- + Accessible Bathrooms
- + Accessible Entry

2 The INNX Meeting Room is perfect for hosting private meetings or workshops. From the U-Shape lounge converse, innovate and create the future.

Inclusions:

- + WIFI
- + Bose Surround Sound
- + 60" Ultrahigh Definition 4k Screen
- + Apple TV & Chromecast Connectivity
- + Small whiteboard & markers
- + Capacity (Seated): 10 pax
- + Capacity (Cocktail): 20 pax
- + Accessible Bathrooms
- + Accessible Entry

X Extras

Additional Costs (\$50):

- + Access to Kitchen - tea, coffee, milk, small fridge space, bench space, limited cutlery & limited crockery
- + Hiring & Cleaning of Wine Glasses (35) & Champagne Flutes (35)



Pricing

THE INN BENCH

CASUAL MEETINGS | CASUAL WORKSHOPS

NOT AVAILABLE DURING BUSINESS HOURS (8:30am - 5:30pm)

AFTER HOURS BOOKING (MID-WEEK)

- Monday - Thursday
- 5:30pm - 9:30pm
- 4 hour booking only
- HIRE COST: \$450 (4 HOURS)

AFTER HOURS BOOKING (WEEKEND)

- Friday - Sunday
- 4 hour minimum booking
- HIRE COST: \$570 (4 HOURS)
- Additional: \$90 EVERY EXTRA HOUR

Note: Please note that INN operates as a co-working space between the hours of 8:30am-5:30pm Monday - Friday therefore you will only have access for setup strictly from 5:30pm when INN doors are closed and you will need to have vacated the Building before 9:30pm.

THE INN MEETING ROOM

PRESENTATIONS | MEETINGS | WORKSHOPS

BUSINESS HOUR BOOKING

- Monday - Friday
- 8:30am - 5:30pm
- 1 hour minimum booking
- HIRE COST: \$60 P/HOUR (BOOKINGS MADE IN 1 HOUR BLOCKS)

AFTER HOURS BOOKING (MID-WEEK)

- Monday - Thursday
- 5:30pm - 9:30pm
- 4 hour booking only
- HIRE COST: \$450 (4 HOURS)

AFTER HOURS BOOKING (WEEKEND)

- Friday - Sunday
- 4 hour minimum booking
- HIRE COST: \$570 (4 HOURS)
- Additional: \$90 EVERY EXTRA HOUR

Note: Please note that INN operates as a co-working space between the hours of 8:30am-5:30pm Monday - Friday therefore you will only have access for setup strictly from 5:30pm when INN doors are closed and you will need to have vacated the Building before 9:30pm.

EXCLUSIVE HIRE

HIRE OUT BOTH SPACES

INN Meeting Room + INN Bench = \$100 off your Booking Fee



Terms & Conditions

VENUE HIRE - GENERAL TERMS AND CONDITIONS

1. Parties to this Agreement

This Agreement is between the person/entity identified in the completed Booking Confirmation (you, your) and INNX ABN 24 705 158 873. You acknowledge that by signing the Booking Confirmation, you agreed to be bound by the terms of this Agreement.

2. Tentative bookings

2.1 Once we receive your completed 'Booking Form', we will hold a tentative booking on your behalf for a period of 5 working days or as otherwise arranged with the Venue Manager (Booking Period).

2.2 On the final day of the Booking Period we will try to contact you. If we are unable to reach you via the telephone numbers on the Booking Confirmation, we are no longer obliged to continue holding the function room.

2.3 Tentative bookings must be confirmed by you in writing within the Booking Period and secured by payment of the deposit (Deposit) set out on the Booking Confirmation (Confirmed Booking).

3. Deposit

3.1 To secure a booking, you must pay us the Deposit within the Booking Period.

4. Hire Fee

4.1 The Hire Fee will include the final costs of hire based on the following information:

- (a) use of the standard audio-visual equipment;
- (b) INNX personnel;
- (c) cleaning;
- (d) any displays or decorations in the space prepared by us; and
- (e) any other details we deem to be relevant and reasonable in relation to our determination of the Hire Fee.

5. Cancellations

5.1 You must provide written notice of cancellation of your Confirmed Booking to the Venue Manager.

5.2 You will be refunded the Deposit, in full, if you cancel the function more than 7 days prior to the Function Date. We will retain the Deposit, in full, if you cancel the function less than 7 days from the Function Date.

5.3 Where circumstances beyond our reasonable control prevent us from hosting the function, we may cancel the function and refund to you the Deposit in full or in such proportion we consider appropriate (acting reasonably).

5.4 If we cancel the function under clause 5.3, you acknowledge and agree that we are immediately released from all our obligations under this Agreement without any further liability to you.

6. Function times

The Venue must be vacated with all materials removed by the agreed time on the Function Date or a fee of \$50 per additional half hour will apply.

7. Payment

7.1 You must pay the full amount of the Hire Fee prior to the start of your function or on the Function Date, according to the invoice issued.

7.2 Invoices will be issued only as arranged with the Venue Manager.

8. Responsible Service of Alcohol

8.1 Your people must comply with all laws, regulations and codes requiring Responsible Service of Alcohol certificates.

8.2 Your people must not:

- (a) serve alcoholic beverages to guests:
 - (i) which are under the age of 18 years; or
 - (ii) deemed (in the absolute discretion of staff) to be in a state of intoxication;
- (b) serve "shooters";
- (c) serve double or triple shots of spirits; or
- (d) otherwise allow rapid or excessive consumption of alcohol.

9. Warranties and Indemnity

9.1 You warrant and represent to us that:

- (a) you will comply with all laws and regulations applicable to the staging of the function;
- (b) you and your guests will comply with all directions issued by our staff during the function, including refraining from smoking;
- (c) by entering into this Agreement, you will not be in breach of any oral, or written agreement or arrangement that you or the Venue are a party to; and
- (d) any music you use or supply in connection with the function will not infringe any third party intellectual property rights.

9.2 You agree to indemnify us and our related bodies corporate (as that term is defined in the Corporations Act 2001 [Cth]) (those indemnified), including all directors, officers, agents and employees of those indemnified from and against any liability claim (including any third party claim), loss, liability, expense or damage whatsoever arising directly or indirectly as a result of, and all costs, charges or expenses incurred directly or indirectly as a result of:

- (a) your use of the Venue for the purpose of the function (including without limitation the acts of the guests or your representatives attending those premises for the purpose of that function); or
- (b) a breach of this Agreement by you (including the warranties in clause 10.1); or
- (c) any claim, proceeding, suit, demand or action brought against us by you or a third party in connection with your use of the Venue.

9.3 Your liability to indemnify those indemnified pursuant to clause 9.3 will be reduced proportionately to the extent that you can establish (by way of admissible evidence) that those indemnified caused or contributed to their relevant loss, cost or damage they have suffered.

10. Release

10.1 You acknowledge and agree that you (and your guests) use the Venue at your own risk and have sole responsibility for any goods, equipment, or materials brought into the Venue by you or on your behalf, including responsibility for setting up the function in and removal of any materials from the premises at the end of the function.

10.2 To the fullest extent permitted by law, you (and your guests) agree to release us from and against any loss, cost, claim, damage or expense incurred directly or indirectly in connection with:
(a) any personal injury suffered by you or your guests whilst in attendance at the Venue; and
(b) the loss, or theft of the property brought into the Venue by you or your guests, agents, employees or contractors during or after the function.

11. Insurance

You must fully insure yourself against any risk, loss, damage or theft of property on the premises arising as a result of your use of the venue for the purpose of the function, including (without limitation) and damage or loss caused to our buildings, furniture, equipment and fittings.

12. Smoking

Smoking is not permitted under any circumstances in or in front of the Venue.

13. Cleaning

13.1 INNX agrees to be liable for cleaning the surfaces of the floor and tables.

13.2 The event hirer will be responsible of restoring furniture in it's original position, removing all materials brought into the building and removing all rubbish.

13.3 All rubbish incurred by the booked function will be the responsibility of the hirer and removal of all rubbish must be taken from the premises.

13.5 The cleaning of the kitchen or hired glassware will be done by INNX if agreed to in the booking form.

14. Fire Safety

14.1 You must not in any way obstruct any fire exits or public entrances nor use them for storage.

14.2 You and your guests must abide by any emergency procedures applicable to the Venue.

15. Security

We reserve the right to require you to arrange security to regulate your function.

16. Music

16.1 You are welcome to bring your own CDs or music collection contained on a portable music device (e.g. ipod) to be played during the function.

16.2 All music must be:

- (a) original CDs purchased by you; or
- (b) non-infringing copies (downloaded from your personal collection of original CDs to your iPod or other music playing device).

17. Decoration/Displays

17.1 You must notify our staff within a reasonable time prior to the function of any display and decoration requirements.

17.2 Displays or decorations are subject to the following restrictions:

- (a) helium balloons must be weighted to the tables or the floor of the Venue;
- (b) material may only be displayed in a manner that does not attach to walls, the use of adhesive materials or blutac is not allowed on painted walls; and
- (c) fireworks or special effects that involve naked flames or smoke of any kind are not permitted under any circumstances to be used inside the Venue.

18. Deliveries to the Venue

18.1 For workplace, health and safety reasons, all people delivering to, or setting up in, the Venue must wear fully enclosed shoes.

18.2 While in the Venue you and your personnel, agents, subcontractors and representatives must exercise due care and skill in complying with all workplace health and safety laws, regulations, standards and codes of practice and all signage, security requirements and reasonable directions given by us or our representatives.

18.3 Deliveries must be arranged with the Venue Manager to ensure access to the site is organised.

19. Electrical Equipment

You acknowledge and agree that all electrical equipment being brought into the Venue for use during a function must be tagged and tested by a qualified electrician and should carry a current tag.

20. Your guests and representatives

You must inform your guests, personnel, agents

and subcontractors involved in or attending the function of the terms of this Agreement.

21. Miscellaneous

(a) We may, at our sole discretion, subcontract the performance of any of our obligations under this Agreement to third parties. You must not assign your rights under this agreement without our consent.

(b) This Agreement constitutes the entire agreement of the parties about its subject matter and any previous agreements, understandings and negotiations on that subject matter cease to have any effect.

(c) Each release and indemnity in this Agreement is a continuing obligation, separate and independent from other obligations of each party and survives termination of this Agreement.

(d) This Agreement is governed by the law in force in New South Wales, Australia and each party irrevocably and unconditionally submits to the exclusive jurisdiction of the courts of New South Wales and courts of appeal from them determining any dispute.

(e) The Booking Confirmation forms part of this Agreement and these General Terms and Conditions, will prevail in the event of any inconsistency.

(f) To the full extent permitted by law, all express and implied terms, conditions and warranties other than the ones set out in this Agreement are expressly excluded.

(g) We may exercise a right, remedy or power in any way we consider appropriate. If we do not exercise a right, remedy or power at any time, this does not mean that we cannot exercise it later.

(h) No rule of construction will apply to the disadvantage of a party on the basis that it put forward this Agreement.

22. Hire Cost

22.1 Hire costs in this form are for gallery exhibitions, workshops, training and seminar events only and do not include functions such as weddings, parties or dinner celebrations. Such functions need to be discussed with the venue manager before bookings and costs can be confirmed.

22.2 Hire costs include the use of tables and chairs, all requirements need to be discussed with the venue manager.

EVENT BOOKING GUIDE 2018>



Booking Form

HIRER INFORMATION

Contact name: _____
Company name: _____
Postal address: _____
Telephone: _____ Email: _____

FUNCTION INFORMATION

Function type: _____
Function date: _____ Start time: _____ End time: _____
Selected Venue: The INNX Bench: _____ The INNX Meeting Room: _____
Do you have a current policy for Public Liability Insurance?
(Please Attach)

EXTRA RESOURCES

\$50 extra paid resources:
Glassware: _____
Kitchen access: _____

PAYMENT

All bookings must have a 50% deposit to secure booking.

The deposit of \$_____ Will be paid by: _____

Payments must be paid by Direct Debit.

An invoice will be emailed outlining payment details.

Balance in full is required before or on the date of booking.

The balance of \$_____ Will be paid by: _____

Please read over the venue terms and conditions attached and return a signed copy of the booking confirmation form as well as a certificate of currency for Public Liability Insurance to hello@hds.nsw.eda.au at your nearest convenience. These documents, in addition to payment of the booking deposit, are required to secure your booking on the date(s) nominated. Once received, we will contact you to confirm booking.

I have read and understood the Terms and Conditions (attached to this Booking Confirmation) and understand that the booking is subject to those Terms and Conditions. By executing this agreement the signatory warrants that he or she is authorised to sign on behalf of their company or on their own behalf.

Hirer Signature: _____

Print Name: _____

Date: _____



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