

VENUE HIRE INFORMATION

General Terms & Conditions

- The client warrants that use of the venue shall not cause any physical or other damage to the venue and bears all responsibility for any damage to the venue and/or breakage of goods. The client is liable for all replacements and/or repairs
- The client warrants that use of the venue shall not cause any damage to the reputation of MtSV
- MtSV is a fully licensed premises. BYO alcohol is not permitted under any circumstances. It is the client's responsibility to ensure this is communicated to all participants
- The client is responsible for the behaviour of its staff, volunteers, contractors, and patrons, and must ensure that they comply with the terms and conditions of this agreement
- On-site parking is limited to one vehicle per event, for the duration of the event. It is the client's responsibility to relay this information to all staff, performers etc. Unauthorised vehicles will be towed

Operating Hours: Mon-Sun 10am-10pm

Bar Open: 12pm-11pm (last orders - events)

The venue must be vacated no later than 12am

If venue is not vacated by 12am, a \$150 fee per half hour will be charged

Payment Terms

- Two separate invoices will be issued - 20% deposit due within 30 days of booking confirmation; balance due 30 days prior to the event
- Events held within the same calendar month as booking confirmation, balance is due 72 hours prior to the event
- Cancellations up to 21 days prior to the event will receive a full refund; after 21 days will receive a refund less 25% of total venue hire
- MtSV reserves the right to charge a cleaning fee and (refundable) bond

Health & Safety Requirements

- MtSV follows directions issued by Victoria's Chief Health Officer and has obligations under the Occupational Health and Safety Act 2004. Compliance with these directives and legislation is a condition of entry
- External suppliers and contractors must provide proof of Public Liability Insurance (PLI), with a minimum coverage \$10 million
- Client is required to acknowledge in writing and comply with MtSV's Risk Management Plan (for applicable events)
- Emergency exits, fire panel (foyer), fire hoses, fire extinguishers and all other emergency equipment must not be covered up and/or blocked by furniture, pull-up banners, posters etc
- Kitchen hire only – client must provide proof of food handling certification

Other Requirements

- MtSV is a fully licensed premises. BYO alcohol is not permitted under any circumstances. It is the client's responsibility to ensure this is communicated to all participants
- Use of glitter or confetti is not permitted
- Candles and open flames are not permitted inside - this includes birthday candles and tea lights. Open flames outside must have prior approval from MtSV Management
- Use of duct tape on varnished or painted surfaces is not permitted. Blue tac or other removable products are permitted, all traces must be removed at the conclusion of the event.

Other Requirements (contd.)

- Use of smoke haze must have prior approval from MtSV Management in order to disable smoke alarms. Any costs incurred if Fire Rescue Victoria attend the venue as a result of failure to notify management, will be passed on to the hirer
- Venue does not have three-phase power; the client must determine power requirements and supply a generator if needed and/or appropriate extension cords and cable traps
- Removal and/or movement of furniture and fixings must receive approval from MtSV Management prior to the event and must be returned to their original position at the end of the event by the client
- The client must clear the venue of all goods and belongings at the end of the event and return any belongings that are the property of MtSV (except where other arrangements have been confirmed with MtSV Management).
- Live and recorded music must not exceed 85db inside and 55db outside. MtSV management will monitor these levels and reserve the right to request and authorise noise reduction where appropriate.
- All music must stop at 11pm

Marketing & Promotion

- All events that have received a reduction in, or waived, venue hire fees must acknowledge MtSV as a '*Venue Partner*' or '*Proud Supporter*' in all promotional material and ticketing sites
- All live music events (waived venue hire) must be confirmed, promoted, and tickets on sale no later than 21 days (3 weeks) before the performance
- Promotional material and ticketing sites must include The Mission to Seafarers Victoria logo (in its original format), the correct name and address, and the following - *The Mission to Seafarers Victoria is fully licensed - bar open daily from 12pm*

CONTACT INFORMATION

 missiontoseafarers.com.au/venuehire

 [/eventsmissiontoseafarersvic](https://www.facebook.com/eventsmissiontoseafarersvic)

 [/mts_vic](https://www.instagram.com/mts_vic)

 [Mission to Seafarers Victoria](https://www.linkedin.com/company/mission-to-seafarers-victoria)

The Mission to Seafarers Victoria (MtSV)

717 Flinders St

Docklands, VIC 3008

+61 3 9629 7083

Tram Stop D5 - #70, #75, City Circle (Free Tram Zone)

Southern Cross Station - 10 minute walk

Parking - Care Park Siddeley St; \$13 after 4pm Fri, \$13 all day Sat & Sun