



## Terms and Conditions

Last updated 15 July 2019

We hope you enjoy your time at our beautiful Temple.

To make our service work for everyone, we have outlined some conditions of use below. To help us improve the service please don't hesitate to provide feedback.

We use all funds raised from room hire to support the Buddhist teachings so please let others in your network know about us!

### Bookings

#### ***Booking Period***

The time you book the room should include time you need set up before your meeting and clean up afterwards. Just as you would expect the room to be empty of people, neat and tidy at the time of your booking, please do the same for the people after you.

The building is to be vacated no later than 10pm.

#### ***Insurances***

**All hire Licensees must have current public liability insurance** (minimum \$10,000,000) and you will need to send us your Certificate of Currency to complete your booking.

If we do not receive a Certificate of Currency before your booking, we reserve the right to cancel it.

#### ***Refusal***

Rigpa Fellowship Inc reserves the right to refuse any booking. New bookings will not be accepted where there is an amount owed from a previous hire. Repeated no shows may result in bookings being cancelled or refused.



## Rooms and Equipment

### **Rooms**

The capacity and availability of each room in the Temple is as follows. These figures are the maximum safe capacity for each space and are not to be exceeded.

| <b>Space for Hire</b> | <b>Maximum Capacity</b>              | <b>Times Available</b> |
|-----------------------|--------------------------------------|------------------------|
| Main Hall             | 150 seated in chairs<br>180 standing | 7.00am - 10pm          |
| Park View Room        | 35 seated in chairs                  | 7.00am - 10pm          |

### **Tables and Chairs**

Tables and chairs may be moved around in the room however they are not to be placed in hallways or other rooms as this poses a safety hazard to other Temple users.

Any equipment owned by Rigpa Fellowship Inc that goes missing during/or as a result of your hire will incur a replacement fee.

## Payments and Cancellations

A deposit of 50% of the full cost must be paid within 1 week of confirming the hire date and is non-refundable if the booking is cancelled within one week of the booked rental.

Full payment for the hire (including bond) must be made in full 1 week prior to use of the hired space.

Payments can be made by credit card (preferred) or direct deposit (with remittance notice emailed to [sydney@rigpa.org.au](mailto:sydney@rigpa.org.au))



## **Room Hire Charges**

Room Hire Charges are quoted on a case by case basis and may vary. Bookings paid for in advance will be honoured at the rate published at the time of payment.

### **Discounts**

Discounts are available for NFP groups. Please contact the Temple manager to discuss your situation.

### **Other Charges**

- **Bond Costs:** \$100 for Park View room bookings and \$250 for the Main Hall. This bond is fully refundable if no out-of-the-ordinary cleaning or repair costs are incurred by the Temple.
- **Service | Cleaning Fee:** \$75 plus GST for all bookings.
- **Cancellations by Rigpa Fellowship Inc**  
Rigpa reserves the right to cancel any booking with 2 weeks notice. We will do our best to minimise any inconvenience by moving the booking into an alternative room, if possible, or will provide a full refund.
- **Cancellations by Hirer**  
If cancellations occur within one week of the hire date, the deposit will not be refunded.

## **Access**

If previously arranged, we will contact you prior to your booking with your unique access key code to the building. Otherwise, one of our staff will meet you and organise admittance to the Temple.

## **Promotions**

You will be added to the Temple's mailing list to receive information and updates about room hire as well as occasional information about the Temple.



## Responsibilities

### ***Do's***

You are required to:

- Lockup according to the Exit Checklist. (available on the noticeboard by the front door)
- Should there be an accident or injury arising through the Hirer's use, the Hirer must inform Rigpa Fellowship Inc in writing within seven (7) days of the incident.
- Notify all people in attendance of fire exits and evacuation point at the entrance to the park on Australia Street.
- Ensure you have a mobile phone in case you need to make an emergency call as there is no landline in the building.
- Maintain good order during the period of your hire.
- Only allow people into the Centre you are willing to take responsibility for.
- Remove any significant rubbish from the Centre.
- Leave all areas you have used clean and tidy including cleaning any spills or marks on the wall.
- Acknowledge that the Temple does not take any responsibility for equipment or other material brought onto the premises belonging to the Hirer or any person attending the function.
- Cease all amplified music and undue noise by 9pm on all nights.
- Ensure all exits are kept clear and useable without hindrance.
- Promote the Temple positively in all publicity material for your event.
- Close the exterior door once all person/s attending your event/meeting have arrived.



### ***Don'ts***

You aren't able to do the following in the Temple:

- Store any equipment in the building. We do not accept any responsibility for anything left behind.
- Use or do anything to the building, walls or equipment that will damage it.
- Allow your attendees to use emergency exits unless there is an emergency.
- Prop open or obstruct fire doors.
- Use or move fire extinguishers other than in case of fire.
- Do anything that will prejudice or render void Rigpa Fellowship Inc's insurance policies.
- Have barbecues, light fires, use fireworks. Cigarette smoking is also forbidden.
- Bring no alcohol into the Temple without prior approval from the Temple manager.
- Charge or request donations for film screenings without appropriate approvals and licenses (copies must be given to the Temple)

## **Legals**

### ***Third Party Rights***

The room Hirer warrants that the activities for which the room is hired do not infringe the rights, including copyright, of any third party.

If Rigpa Fellowship Inc becomes aware of any potential infringement of a third party's rights deriving from this booking, the booking will be cancelled.

The Hirer will indemnify Rigpa Fellowship Inc for any claims made by a third party for infringing their rights, including copyright.



***Indemnity***

The Hirer hereby agrees to indemnify and keep indemnified, Rigpa Fellowship Inc, from and against all actions, claims and demands of every kind resulting from any personal injury, loss or damage to any property occurring during the course of the subject event and acknowledges that Rigpa Fellowship Inc shall be under no responsibility or liability for any personal injury or damage to any property occurring during the course of or as a consequence of the hiring.

The Hirer acknowledges that if any of the Rigpa Fellowship Inc procedures are breached, it will jeopardise access to the Temple and its facilities in the future.