



## Suite 3 Hire: Terms and Conditions

70 sqm open plan studio, suitable for yoga, tai chi, workshops, small classes.

Five Elements Acupuncture will happily hire to you if your event is a good match with our values, and presents no risk to our good name, our venue or our relationship with our landlord. We do not hire for parties.

### Professional and public liability insurance

Please note that you must be covered by your own professional and public liability insurance to a minimum of 10 million dollars (\$10,000,000). You must submit your certificate of currency at the time of your application for hire. Please email to [zoe@fiveelementsacupuncture.com.au](mailto:zoe@fiveelementsacupuncture.com.au) or hard copy is acceptable.

### Hire fees

Cost per hour:

- 1-2hrs \$25/hr
- 3-4hrs \$22.50/hr
- 5-6hrs \$21/hr
- 7+hrs \$20/hr

*Hire time to include set up and break down.*

Payment to be made prior to day of hire via bank transfer or credit card over the phone. Bank details can be found on the invoice, which will be sent approximately one week prior to hire date.

Hours of operation: 8am – 10pm, 7 days a week.

### Keys

Keys can be collected from Suite 2, 11 Patrick Street, Campbelltown by prior arrangement. Please call 0408 319 730. Four keys: 1 x front roller door at street level; 1 x Suite 3; 1 x women's toilets; 1 x men's toilets. Keys are to be returned immediately after hire to Suite 2 if open, or mailbox number 2 at the entrance to the building in Patrick Street. If you are closing up after approximately 7pm, please check if other rooms on the first floor are being used – if so, please leave front roller door up; if there is no sign of other suites in use, please pull down roller door and lock. Pull up on door to ensure it is securely locked.

### Food and drink

Snacks and drinks can be consumed in Suite 3 in the kitchenette/entrance area only. Please use vacuum cleaner provided at the end of the hire period. (Vacuum cleaner is stored under the sink). There are minimal kitchen facilities in Suite 3; kettle, fridge, washing up cloths, towels and washing up liquid. Please bring own cups, tea/coffee/milk etc.

**There is no garbage bin; please take away all rubbish. Any rubbish left behind or cleaning required will incur an invoiced cleaning fee of \$30.**

## Chairs and tables

10 chairs, 3 large tables, whiteboard and whiteboard pens are provided for your use. Yoga equipment stored in the suite is **not** for general use.

## Toilets

Women's toilets are located next to Suite 3. Men's toilets are diagonally across the hall.






## Candles and incense

No flames are permitted. This includes candles, burners and incense. Two salt lamps, battery operated candles and fairy lights are provided for your use. Please return to their original storage place after use.

Please inform me of any breakages, lights not working etc. as soon as possible.

## Making the building secure after hire

After your hire period you are required to make the building secure:

-  Air conditioning, lights, and electric appliances are off, and battery candles/lights are off.
-  Windows to be closed. Please take care of vertical blinds, as they are quite fragile.
-  Doors to toilets are locked.
-  Outside roller door is locked (if there is no one else using suites on the first floor, and Roxana Pourali beautician is closed downstairs)
-  Secure **both** locks on the door of Suite 3.

I hope to make the hiring of Suite 3 as easy as possible, so please let me know of any issues or suggestions you may have.

Please feel free to contact me on 0408 319 730. I look forward to hearing from you.

Kind regards,

Zoe Norris  
Five Elements Acupuncture  
Suite 2, 11 Patrick Street  
Campbelltown 2560