



## Suite 4 Hire: Terms and Conditions

The customer must ensure that it and its guests comply with these terms and conditions as a condition of their entry into the premises.

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 great 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)

### 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.

5% discount for pre-payment of regular bookings of six weeks or more.

\$100 refundable security deposit is required at the time of payment. This will be refunded on return of the keys, and on the condition that suite 4 and its contents, and all common areas have been left in the condition as at the start of hire.

Payment is to be made at least 7 days prior to the day of hire via bank transfer or credit card over the phone. Bank details will be found on the invoice, which will be sent via email prior to the hire date.

### Keys

Keys can be collected from Suite 2, 11 Patrick Street, Campbelltown by prior arrangement. Three keys: 1 x front roller door at street level; 2 x Suite 4. 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.

### Food and drink

There are minimal kitchen facilities available. Snacks and drinks may be consumed in Suite 4. Please clean up spills, and use vacuum cleaner provided at the end of the hire period. Washing up cloth, 2 tea-towels, and washing up liquid are provided. A vacuum cleaner is stored under the sink. If you use the fridge, please turn off at the socket under the sink after use. Please also leave the door of the fridge open.

**There is no garbage bin; please take home all rubbish. Please do not use bins downstairs as they are for other businesses in the building. Security cameras monitor the common areas, including the bin area.** (Many apologies, but there are constant difficulties with overflowing bins downstairs).

## Chairs and tables

40 chairs (30 of which are up to 100kg, 10 are up to 160kg), 3 large tables, whiteboard and whiteboard pens are provided on request. Yoga equipment stored in the suite is **not** for general use. Photographs are taken before and after each hire.

## Toilets

Women's toilets are located next to Suite 3. Men's toilets are next to Suite 4. Keys are situated at the entrance desk.







## Candles and incense

No flames are permitted. This includes candles, burners and incense. Two salt lamps are available for your 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 fridge are turned off.
-  Windows to be closed. Please take care of blinds, as they are quite fragile.
-  Doors to toilets to be locked.
-  Outside roller door to be 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 4 and place keys in mailbox number 2 at the front of the building.
-  Security cameras operate and record the common areas.

I hope to make the hiring of Suite 4 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.

Kind regards,

Zoe Norris  
Five Elements Acupuncture  
Suite 2, 11 Patrick Street  
Campbelltown 2560  
**0408 319 730**

[zoe@fiveelementsacupuncture.com.au](mailto:zoe@fiveelementsacupuncture.com.au)  
[www.fiveelementsacupuncture.com.au](http://www.fiveelementsacupuncture.com.au)

**Please sign and date below, to accept these terms and conditions.**

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name/Business Name: \_\_\_\_\_