

Terms and Conditions of hire of The Third Day

Staff costs

Bar staff*	\$35/hr (minimum 4 hour hire)
Bussies	\$30/hr (minimum 4 hour hire)
Security	\$50/hr (minimum 4 hour hire)

*If alcohol is being served at your event, it must be served by staff from The Third Day. Self-service of alcohol is not permitted.

Following confirmation of attendee numbers, the venue manager can advise the recommended number of staff for your event.

Whenever alcohol is being served during a private function at The Third Day, a security guard must be present to monitor guest behaviour and in particular the venue entry.

Vehicle access:

The Third Day is accessible by cars, trucks and buses. By prior arrangement, vehicles can be driven directly into the venue via the front and rear roller doors. The largest of the roller doors (located at the front of the venue) has the following dimensions:

Width: 3300mm

Height: 3900mm high

Driveway: approx. 3900mm wide

Please see the floor plan for additional information about venue access.

Parking:

On-site parking during events is not available. Plentiful on street parking is available surrounding the venue. The Third Day is also located adjacent to Macaulay Railway Station.

Electrical arrangement:

Electric outlets are evenly spaced throughout the venue and all 240-volt outlets are rated at 10 and 15 Amps. One 32Amp three-phase outlet is located next to the roller door at front of venue

Audio equipment:

On-site audio equipment is available for use during your event. Available equipment includes:

- Pioneer CDJ 900 decks with DJM 850 mixer
- 4 EV 10 inch back round level speakers located in main area of the venue
- Microphone

Any additional, personal audio equipment or audio equipment hired from a third party supplier must be approved by the venue manager before your event. The Third Day takes no

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responsibility for any loss of deposits for equipment that was hired from a third party supplier before permission from the venue manager was granted.

Rubbish removal:

Two large (one 1100L general waste and one 1100L comingled recycling) are provided for use in the adjacent laneway of the venue. All rubbish must be bagged and placed in the appropriate bin. If the rubbish does not fit, it must be removed from the premises or placed neatly next to the bins (in which case an additional rubbish removal charge will apply and will be deducted from the bond). If rubbish is left inside the venue, or identified in the bins of neighbouring properties, the venue manager will immediately engage the appropriate contractors and the cost of rubbish removal and management time will be deducted from the security bond.

Hours of operation

Café hours: 6am – 12 noon Monday to Friday

The Third Day is licensed to serve alcohol at the following times:

Monday – Thursday: 5pm – 12am

Friday: 5pm – 12am

Saturday: 12 noon – 1am

Sunday: 9am – 11pm

Hours of operation are not limited to licensed hours. Venue is available from 12 noon Monday to Friday and from 9am Saturday to Sunday. Additional time extensions are available upon request and will incur additional fees.

Liquor licensing

All service of alcohol must be done by staff of The Third Day. BYO is not available.

Bond

A security bond of \$1,000 will be held for all functions and events. It will be returned after the venue has been vacated and inspected by the venue manager. If damage has occurred to the premises or the venue is not adequately cleared and presented, the value of works required to and additional management time will be deducted from the bond monies.

Noise restrictions

Amplified music such as DJs and live musicians are allowed at the venue. Live or amplified music must not be played above background music level and will be monitored by the venue manager during your event. Music can be played until the venue closing time.

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Venue Management

Basic venue management services include our attendance at the venue during the event. The onsite venue manager will be responsible for ensuring that bathroom areas are attended to (including replenishment of consumables as required). They will also monitor and attend to all issues that may arise in relation to the venue. The onsite venue manager cannot assist with serving guests or clearing tables during an event.

Please ensure the appropriate number of staff are allocated for set-up and pack down of the event, as the venue manager cannot assist with this process.

Event Management

Please ask your event manager for a list of recommended suppliers if you required any additional event services.

Security guard/s

Whenever alcohol is being served during a private function at The Third Day, a security guard must be present to monitor guest behaviour and in particular the venue entry. A single guard is typically sufficient to secure the venue, although the number of guards may be increased according to the type of event and number of attendees (or any particular risk we have determined). Please see the pricing schedule for security costs.

General cleaning

All areas are to be left in a tidy condition, ready for professional cleaning. If the venue is excessively dirty or if cleaning is required for multiday events, this will be charged in addition to venue hire costs.

Lighting, audio-visual, rigging

All overhead work, including the suspension of décor items such as floral arrangements, is to be performed by, or supervised by, a qualified supplier/tradesperson. The Third Day has the right to stop any works being completed that the venue manager deems unsafe.

Responsible drinking

Patrons are reminded that for safety and legal reasons, beverages are not to be consumed outside of the venue.

Deliveries

The roller door entry can accommodate small trucks, cars and buses up to approx. 3.8m high. A spotter is required at all times to ensure pedestrian safety and to prevent damage to the building.

Vehicles within the venue

By prior arrangement only. This is to be discussed with the venue manager. During events, the laneway is to remain clear of all vehicles.

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Scissor lifts and motorised access equipment

By prior arrangement only. This is to be discussed with the venue manager. Please note there is no facility for safe storage of access equipment within the venue or on the premises.

Mobile storage rooms/cool rooms

If required, cool rooms should be parked inside the venue in consultation with the venue manager.

Bump-in and Bump-out

Bump-in may begin two hours prior to the starting time of your event at no additional cost.

Bump-out must occur within two hours of the event end time at no additional cost.

If additional bump-in or bump-out time is required, an additional charge of \$200 per hour + GST will apply. Please ensure the appropriate number of staff are allocated to achieve the tasks within the agreed times.

Please note that bump-in and bump-out must not interfere with café trade. If bump-in or bump-out during café hours is required, this must be by prior arrangement only and completed through the laneway and rear access roller door (see floor plan) to minimise disruption to café trade.

On-site storage of goods

Due to the venue's limited storage facilities we cannot safely store goods on behalf of our guests or event organisers. If equipment is required to be stored after your event for pick up the next day, storage fees will apply. Please discuss requirements with the venue manager.

Onsite cooking

Onsite cooking is only permitted by prior arrangement and must be done by a qualified caterer with insurance and all appropriate Council food safety registrations up to date. Please note there is no kitchen on site, therefore caterers must provide their own onsite cooking equipment.

The Third Day offers limited refrigeration for cakes and other specialty desserts only. Please discuss your requirements with your booking manager prior to your event.

Food trucks

The Third Day can host up to three food trucks per event. All trucks must have up to date insurance and comply with all necessary council food safety requirements. Location of food trucks during the event must be approved by the venue manager prior to your event.

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Decorations

All decorations must be removed following the event and the venue returned to original state.

Photography

Images taken before or during an event by the venue manager or provided to the venue manager by clients of The Third Day or their representatives, may be published on our website and social media pages without obtaining specific permissions. Please let your event manager know if you do not wish this to occur.

Indemnity

The Syndicate Group (trading as) The Third Day take no responsibility for any personal injury or property damage incurred on the premises.

Public Liability Insurance

The venue has public liability cover to \$10million.

Acceptance of these terms and conditions:

This document must be signed and returned to confirm your booking. The Third Day reserves the right to cancel your event if this signed form is not returned prior to your event date and all deposits paid to The Third Day will be forfeit.

Signed: _____ Date: _____

Name: _____