THE UNIVERSITY OF SYDNEY

THE REGIMENT BUILDING

CONFERENCE ROOM RENTAL AGREEMENT

The Regiment Student Accommodation
The University of Sydney (ABN 15 211 513 464)
160 City Rd, Darlington NSW
Phone: 0448093906
Email: accommodation.rg@sydney.edu.au

Contact Details of Applicant:

TITLE: _____ FIRST NAME: _____ LAST NAME: _____

EMAIL ADDRESS: _____ MOBILE: _____

Booking Details:

RENTAL DATE(S): _____ START TIME: _____ END TIME: _____

RENTING ORGANIZATION: _____

ADDRESS: _____

SUBURB: _____ STATE: _____ POSTCODE: _____ COUNTRY: _____

EMAIL ADDRESS: _____ MOBILE: _____

Rental Rates:

ROOM 1021	☐	_____	Hours	x	$_____	per Hour =	_____	OR	$_____/Day
ROOM 1022	☐	_____	Hours	x	$_____	per Hour =	_____	OR	$_____/Day
ROOM 1024	☐	_____	Hours	x	$_____	per Hour =	_____	OR	$_____/Day
ROOM 1025	☐	_____	Hours	x	$_____	per Hour =	_____	OR	$_____/Day
ROOM 1026	☐	_____	Hours	x	$_____	per Hour =	_____	OR	$_____/Day

Catering:

University of Sydney – Regiment Building will not place orders with caterers but can provide a list of local caterers, if needed, to the Meeting Organization.

Please sign and return the Conditions for Rental Form with your payment to confirm your reservation.

All room rentals must be paid for and confirmed two weeks prior to the scheduled meeting.

Mail Application to:

Conference Room Rentals
The Regiment Building
160 City Road
Darlington, NSW 2008
+61 448093906
accommodation.rg@sydney.edu.au

Total Payment Enclosed = $

_____ I have received a copy of the agreement governing the rental of space at the University of Sydney - Regiment Building and agree to those conditions. I am authorised to enter into this agreement on behalf of my organization.

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Terms and Conditions for rental agreement form

The following rules govern use of meeting space in the University of Sydney – Regiment Building. Meeting Organizations agree to abide by these rules as a condition of use. Violations may result in revocation of conference room privileges. Once the completed application and security deposit are received, the University of Sydney staff will confirm the reservation in writing via email.

- The University of Sydney – Regiment Building provides meeting space for all businesses including non-profits. The rooms are available for rental Monday through Friday during Our business hours (9:00 am to 5:00 pm).
- Access to the Venue is granted by the reception, and you must contact the reception on 0448093906 if you happen to get locked out of the premises.
- The University of Sydney may appoint (or may have appointed) an Operator as its agent to manage this Agreement on behalf of the University.
- University of Sydney requests that each Meeting Organization designate one person to handle all communications and transactions with University of Sydney. That designated person must be on-site throughout the rental period.
- The University of Sydney – Regiment Building meeting and conference facilities are located within the building's private floor. Meeting activity for all meeting participants is restricted to the rented conference room area, catering set up area and restrooms only. The Meeting organiser/ the applicant is responsible for communicating this to its meeting participants.
- The University of Sydney - Regiment Building is a smoke free building. Smoking is not allowed anywhere within the building including the outdoor common area. Any guest found smoking in the building will be charged $100. If the fire alarm is activated due to negligence, the cost of any false alarm call-out fees charged by Fire & Rescue NSW (which is a minimum of $1,600.00 at the time of printing) will be passed on to you.
- There is a standard setup for each room. If the Meeting Organization prefers a different configuration of the room, there will be an additional fee for this service. The Meeting Organization is responsible for returning the room to the same condition it was in prior to the Meeting Organization's event. The Room(s) must be left in good order, disposing of all the paper, bottles, cups, etc. in trash receptacles.
- Food and non-alcoholic beverages are allowed. Meeting Organizations must sign for delivery of their catering orders and can request assistance to help with set up for an additional fee. University of Sydney – Regiment Building will not place orders with caterers but can provide a list of local caterers, if needed, to the Meeting Organization.
- University of Sydney reserves the right to assess a fee if the meeting facility or its equipment is damaged or otherwise not returned to its original condition.
- It is agreed that Th University of Sydney is in no way liable for any personal injury, damages o property, or other liability that may occur using the facility. Renter agrees to release compensation and keep the University of Sydney – Regiment Building space harmless from any such damage.
- The conference Room is not to be used for any reason of fraud.
- The University is subject to the Privacy and Personal Information Protection Act 1998 (NSW) The University has a Privacy Policy and a Privacy Management Plan which sets out how it will comply with those Acts. Both documents are available online at: http://sydney.edu.au/arms/privacy/index.shtml. By entering into this Agreement, You consent to Your personal information being used by the University in order to facilitate and administer this Agreement and passed on to an Operator, if the University has appointed an Operator.

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Inclusions:

The rate will include the conference space, delegate pack (pen, notebook, and water for all delegates). The conference spaces will inclusive of the following: LCD Monitor, Laptop connection, Air con, WiFi, White boards, and IR assistive listening system - to connect with the hearing aid.

Bookings are offered for a minimum of 1 hour and maximum 8 hours and thereafter an hourly rate will apply. Mic
Speakers

Conference Policies:

CANCELLATION POLICY

General Cancellation policy for events

Cancellation more than 60 days before the event: 100% refund
Cancellation less than 60 days and more than 30 days before the event: 90% refund
Cancellation less than 30 days, but more than 14 days: 80% refund
Cancellation less than 14 days, no refund
Cancellation must be in writing.

COVID – SAFE PROTOCOLS

The event will be fully COVID-safe and compliant above and beyond any basic government health requirements. The University of Sydney and its Operators will do what is reasonable to protect the health and safety of all attendees. That will include appropriate social distancing within the space and any other appropriate measures.

COVID cancellation: if the event is cancelled or has to be moved due to COVID issues, we will offer a full refund. If the organiser is unwell and the event needs to be cancelled, we will offer a cancel-on-the-day refund. It is in everyone's interest to ensure anyone who feels unwell stays away from the event, so we will offer you a full refund if you are showing any COVID-like symptoms with no questions asked.

SIGNATURE: _____ DATE: _____