



**Punctum Inc.**  
1 Halford Street  
Castlemaine, 3450  
[www.punctum.com.au](http://www.punctum.com.au)

General conditions for use/hire of the  
**Intensive Culture Unit (I.C.U).**

1 Halford Street, Castlemaine 3450. and  
Old Fire Station (O.F.S.)  
View Street, Bendigo 3550

#### 1. HIRE FEES

Fees are due immediately upon receipt of a tax invoice from Punctum.

Fees must be paid before the date of the first date of use/hire. Payment is to be made by cheque or electronically.

#### 2. SECURITY DEPOSIT AND KEY DEPOSIT

The fee will include a sum of \$100.00 as security deposit. The Resource manager or Coordinator will hand this \$100.00 back as well as the key deposit on the condition that I.C.U. and/or O.F.S space and equipment are left cleared, clean, and undamaged when the user/hirer hands back the key.

The User/Hirer is responsible for picking up the key to the venue from the venue's Resource Manager or Coordinator. The key must be returned no later than a day after the last day of hire. A security bond of \$25.00 is to be paid at the time of pick up.

#### 3. PROCEDURES FOR OPENING AND CLOSING ENTRY DOOR

The venue Resource Manager or Coordinator will go through the unlocking and locking procedures with the User/Hirer when the keys are picked up. Please ensure all doors are locked before leaving the premises each day.

#### 4. DISPOSAL OF RUBBISH

All rubbish and recyclables must be removed from the I.C.U. and/or O.F.S. in a regular and timely manner. The venue's Resource Manager or Coordinator will indicate to the User/Hirer where bins are placed for their use.

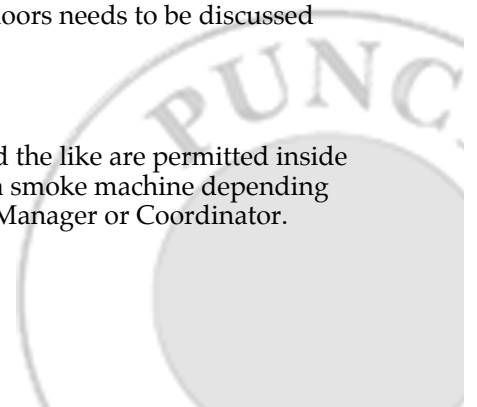
Upon departure the I.C.U and/or the O.F.S. are to be left cleared and clean in the same condition as at the commencement of the term of the use/hire.

#### 5. INDOOR INSTALLATIONS

Any work that is to be hung/ attached/ stuck to interior and exterior walls or floors needs to be discussed first with the venue Resource Manager or Coordinator.

#### 6. INFLAMMABLES AND SMOKE

No gas cylinders, inflammable liquids, burners, naked flames, firecrackers, and the like are permitted inside or outside the building. Special exemption can be made for a degree of use of a smoke machine depending on each case but this must be discussed first with either the venue's Resource Manager or Coordinator.



7. DAMAGE

The User/Hirer accepts responsibility for any damage to the premises or its fittings or equipment caused by its members or guests or by outside contractors engaged by the User/Hirer or his/her servants or agents prior to, during, the period of use/hire of the I.C.U. and/or O.F.S.

8. PERSONAL PROPERTY

Although all care is taken, Punctum shall not be held responsible for loss of, or damage to, property left on the premises during the period of use/hire.

9. INSURANCE

The I.C.U. and O.F.S. have public liability insurance to protect them against third party claims for bodily injury and property damage arising out of negligence. The policy does not cover the liability of any other party. The User/Hirer is responsible for obtaining and maintaining a public liability insurance policy. For our records we require a copy of this policy.

10. NOISE

Ambient noise from amplified sound must be kept to a minimum as both the I.C.U. and O.F.S. are in close proximity to residential area. In accordance with regulations, all public presentations using amplified sound must conclude by midnight and it is the responsibility of the User/Hirer to ensure that its members or guests leave the venue in a quiet and orderly fashion.

11. SMOKING

The venues are smoke-free and smoking is not permitted inside any buildings within the I.C.U. or O.F.S. precincts.

12. FIRE ALARMS AND ATTENDANCE

The User/Hirer will be responsible for any costs arising out of attendance at the venues by the Country Fire Authority due to the setting off of smoke detectors and/or fire alarms in the venue/s during the User's/Hirer's usage.

I/we the undersigned have read a copy of the conditions of use/hire, which form part of our contract with Punctum for the use/hire of the I.C.U. and/or the O.F.S.

Name of User/Hirer:.....

Signature:.....

