



BOOKING AGREEMENT / POLICY - GROUPS

VENUE PROVIDER

Name: St Joseph's Baulkham Hills

Address: 33 Barina Downs Road Norwest NSW 2153

Contact Persons: Bookings – Tatyane Pinto and Valeria Demin

Email: bookings@stjosephscentre.org.au

Phone: 02 9634 2317

USER OF PREMISES

Name:

Referred to as *'the User'*

Address:

Contact Person:

Email:

Phone:

THE PARTIES AGREE

A The Trustees of the Sisters of St Joseph is the owner of St Joseph's Baulkham Hills, the property at 33 Barina Downs Road, Norwest NSW.

The agreed area of hire is

Define which Meeting Room, Chapel, and Breakout Rooms etc.



B St Joseph's – Baulkham Hills has, at the request of the User, agreed to permit the User a non-exclusive right to use and occupy the agreed area in accordance with this Agreement.

C The User agrees to use and occupy the agreed areas on the terms and conditions of this Agreement for the permitted use of _____

Specify purpose e.g. conference, seminar, workshop, meeting, Mass, music, sewing, art etc.

KEY TERMS OF THE AGREEMENT

1.1 Commencement Date and End Date

This Agreement will continue for the term, commencing on _____

and ending on _____ subject to any earlier termination or extension granted in accordance with this Agreement.

1.2 Areas to be used

St Joseph's – Baulkham Hills permits the User to use and access the agreed area as identified inclusive of furniture, fittings and equipment. List the items required - audio & visual equipment, microphones, whiteboards, flip charts, tables, chairs etc.

1.3 Scheduled Hours

Unless otherwise agreed between the parties, the agreed area will be used only on the following days and times (Specify times of day accordingly below).

Date & Time of Arrival _____

Date & Time of Departure _____

Number of Non Residential Participants _____ adults _____ children

Number of Residential Participants _____ adults _____ children



1.4 Safeguarding Children and Vulnerable Adults

St Joseph's Baulkham Hills has a zero tolerance of child abuse or the abuse of vulnerable adults. St Joseph's Baulkham Hills shall be guided by, the Sisters of Saint Joseph safeguarding policy framework, and the Sisters of Saint Joseph Child Safeguarding Commitment Statement. A copy of these can be requested or you can access these documents at- www.stjosephscentre.org.au and or www.sosj.org.au

Child Related Employment

- All lay employees / Sisters at St Joseph's Baulkham Hills, who work in roles which are defined as child related, have a valid and verified Working with Children Check (WWCC).

Supervision / Services

- Teachers and/or accompanying responsible adults, should maintain direct supervision of any children and/or young people, at all times during their visit to St Joseph's Baulkham Hills. Every adult accompanying any child or young person, is required to be in a supervisor role and must have adequate authority and experience (as determined by the hiring group), to manage groups alone for risk assessment purposes. Please ensure adult to child/young person supervision is evenly spread throughout the group.
- St Joseph's Baulkham Hills has a 23m x 15m outdoor swimming pool which is enclosed by a pool fence and gate. The pool is responsibly maintained. Students and/or children and young people, may only use the pool under the direct supervision of an accompanying adult.

In order to safeguard children, the User must agree to each of the following declarations: Please tick.

____ I/the User I represent, am/is committed to protecting and safeguarding children, young people and vulnerable adults.

____ I/the User I represent, will act in accordance with St Joseph's Baulkham Hills and/or Sisters of St Joseph's safeguarding policies and Code of Conduct whilst at St Joseph's Baulkham Hills.

We the user are aware that a copy of these documents can be requested or accessed at www.stjosephscentre.org.au and or www.sosj.org.au

____ I/the User I represent, to all those who are working in child-related roles or positions, during the use of the permitted area at St Joseph's Baulkham Hills, have a valid and verified (WWCC) Working with Children Check.

____ I understand that the User, is aware that if any person who represents the User is found to be in breach of this declaration, St Joseph's Baulkham Hills reserves the right to cancel any hiring Agreement immediately; and that person may be requested to leave St Joseph's Baulkham Hills.

1.5 Cost of Hiring

Confirmation

- All groups must submit their final numbers and requirements for conference, catering and accommodation 5 days prior to arrival.



St Joseph's Baulkham Hills

ABN 20 144 962 774

- The Booking Agreement/Policy must be completed and signed, including costs (as per attachment of costs) as agreed by group organiser and St Joseph's Baulkham Hills.

Billing

- Clients will be invoiced according to the final numbers and requirements confirmed 5 days prior to arrival. If numbers of guests increase, extra guests will be charged accordingly. No credit will be given if numbers of guests decrease within 24 hours of arrival.
- A tax invoice covering the cost of group booking will be prepared after group departure and forwarded to the nominated contact person of the group.

Deposit

- All new clients will be required a deposit to secure the booking. Booking deposit is 50% of total room hire cost paid 30 days prior to booking date.
- Repeat clients¹ of St Joseph's Baulkham Hills will not be required booking deposit.

Cancellation

- When cancelling a '**residential** group booking', written notice must be given a minimum of 30 days prior to arrival date. Failure to provide cancellation notice within 30 days will incur a cancellation fee of \$500.
- When cancelling a '**non-residential** group booking', written notice must be given a minimum of 14 days prior to arrival date. Failure to provide such cancellation notice will incur a cancellation fee of \$350.

EXECUTION

Signature: _____ Date: _____
 On behalf of User

Name: _____

Witness Name: _____

Witness Signature: _____

Signature: _____ Date: _____
 On behalf of St Joseph's Baulkham Hills

Name: _____

Witness Name: _____

Witness Signature: _____

¹ Clients make 2 booking every year with St Joseph's Baulkham Hills within most recent 3 years are classified as repeat clients.