

## The Gathering Place

This document sets out payment terms and conditions of use


### Payment Terms

Once your booking is confirmed we will send you an invoice for payment.

By paying (a deposit or in full) you accept our conditions of use, listed below.

### Deposit, and refund policy

To confirm your booking we need a 50% deposit of the total cost of the hire (unless otherwise specified) and the balance before the first event. You are welcome to pay the full amount sooner if you prefer. Please refer to cancellation policy below for information on refunds.

**How to pay:** You can pay by 

Refer to payment instructions on our invoice or

*Direct deposit to our account:*

- **Account name:** Simply Mindful
- **BSB :** 012955
- **Account number :** 4247-565-22
- **Reference:** Your group name + GPlace

**Cheque** made out to **Simply Mindful**

Post to: Simply Mindful, 4 Bancroft St Dickson

**Cash** in person 

**Credit Card** We take in person or phone credit card payments by arrangement. There is a surcharge for credit card payments of 2%. This is the surcharge charged by the credit card merchant.

## Conditions of Use

### Check in

Under the ACT's CO-VID safety directions, all venue users must use the Check in CBR app and QR code for the Gathering Place. A paper record of attendees must also be kept. If the QR code and Check in CBR are used, up to 25 people are allowed in the meeting rooms without social distancing.

**Nature of your activity:** your activities must be compatible with the values and vision of the Gathering Place and Simply Mindful. In the booking form we ask for information about the nature of your activity so that we ensure that the Gathering Place remains a place of peace, learning and healing.

**Others may be in the Gathering Place too:** When you hire a room in the Gathering Place, you accept that others may be using rooms you haven't booked. This means others may be using the kitchen and toilets. We attempt to arrange bookings to minimise disturbance, but to guarantee exclusive use of the Gathering Place you will need to book the whole premises. There is a surcharge for exclusive use.

**Insurance:** To hire any spaces at the Gathering Place including accommodation you need to have your own public liability insurance. Please submit a copy of this insurance with your booking.

**Cleaning:** Please leave the building and grounds clean and tidy and put everything you used back where it came from. There is a vacuum cleaner in a cupboard in the corridor between the kitchen and staircase. There are bathroom cleaning products in the cupboard next to the showers and kitchen cleaning items under the kitchen sink. If you have chosen to clean after your use, for a reduced fee, we may still charge an additional cleaning fee if you haven't cleaned well enough.

Do not remove any of the equipment belonging to the Gathering Place from the Gathering Place.

**Damage, accidents and injuries:** By signing this agreement, you are agreeing to make full restitution of any damage to the building, grounds and equipment at the Gathering Place, unless this is waived in writing by the Director of Simply Mindful. If any damage or an accident or incident occurs during your time at the Gathering Place you must notify Simply Mindful as soon as practicable in writing. You must also notify Simply Mindful immediately of any accident or injury to any person while conducting activities under this agreement.

**Lorraine and the Gatehouse:** You may see sister Lorraine Gatehouse in or around the Gathering place. Whilst she continues to live next to the Gathering Place, has access to it and is very supportive of activities, she is not able to assist in emergencies. Please understand that Lorraine, now over 80, has stepped back from her responsibilities at the Gathering Place. If you have any concerns during your stay at the Gathering Place please contact Simply Mindful.

**Kitchen:** You may use the kitchen and dining room to serve refreshments. If you use it to prepare and serve meals, there is an extra cleaning fee unless your group cleans the kitchen properly after use. Particular to this period of CO-VID the following points should be followed:

- avoid sharing of utensils, mugs, plates, cutlery wherever possible as this poses a significant risk. Please BYO and encourage your participants to do the same (ie mug/water bottle etc).
- if washing up is necessary only use the double sink in the main kitchen. Wash and rinse thoroughly in the hottest water possible and air dry.

- surface clean kitchen and sinks after use using cleaning spray and wipes underneath the sink. If facilities are not clean we will charge an extra cleaning fee.
- leave kitchen clean and tidy. Dispose of all recycling and rubbish in the correct bins in the kitchen. They are clearly labelled.

**Drugs:** We don't allow recreational drugs in the building. This includes tobacco. No smoking in the building or in the gardens.

**Decorations and signs:** Don't damage the Gathering Place. Nothing on walls or doors such as pins, BluTak, sticky tape. To put a notice or a sign in the grounds outside the building, please consult Simply Mindful first.

**Duration:** You need to pay for the entire time you use the premises, so when specifying start and end time, allow enough time to set up and clean up.

**Access:** After you've confirmed your booking, we will arrange a key to the front door. There is a \$50 non-refundable key deposit. When you return the key we refund the \$50 deposit. If we have given you instructions to the lock box, please place the key back inside the lock box when you leave and text us on: 0490 354 900 to let us know you are leaving.

**Security and safety:** You must ensure that people attending your event behave safely. When you leave, you must turn off heaters, air conditioners and other appliances and lock all doors and windows. There are lots of doors leading into the garden – please check that all of them are locked. It is also important to lock the front door once all of your group have arrived. Your group and its leaders are responsible for ensuring the safety and wellbeing of all participants whilst using the premises and informing participants of the evacuation and fire safety plans, exits and conditions of hire.

**Indemnities and Releases:** You (the Hirer) agree to use the Facilities and Equipment at your own risk. Simply Mindful does not warrant that the Facilities and Equipment are now or will remain suitable for the purposes of the Hirer and it is up to the Hirer to satisfy themselves that the Facilities and/or Equipment are fit for the purpose the Hirer wishes to put them to.

The Hirer indemnifies Simply Mindful against all actions, claims, damages, liabilities and expenses arising from or in consequence of any of the following:

- (1) Negligent use by the Hirer of Facilities or Equipment;
- (2) Any loss, cost, damage or injury which occurred during the use of Facilities or Equipment by the Hirer;
- (3) Any loss, damage or injury contributed by any act, omission, neglect, breach or default by the Hirer;
- (4) Any liability or responsibility for any loss or damage to the equipment belonging to the Hirer; or
- (5) Any failure of any part of the Equipment.

The Hirer undertakes to notify the Director of Simply Mindful as soon as practicable of any failure of or issues with the equipment belonging to the Gathering Place.

### **Cancellation Policy**

- If a booking is cancelled 14 days or more ahead of your scheduled stay/ hire a \$50 administration fee applies
- If a booking is cancelled within 14 days of booking a 50% cancellation fee applies
- If a booking is cancelled within 5 days no refunds are provided

**If we cancel:** We may cancel a booking (without warning if necessary) if:

- Your deposit or previous hire fees or fees invoiced remain unpaid by the time of your visit
- A serious issue has emerged e.g. electrical failure, water damage or there is an emergency which necessitates a cancellation
- We become aware that your session would include activities or materials that we deem as objectionable, dangerous, inappropriate for the venue, prohibited by law, or to  the detriment of the Gathering Place, Simply Mindful or the community
- This is highly unlikely to occur, however in the event that we do cancel a booking, you will be refunded any fee you paid.

Please sign below to acknowledge your understanding and agreement to adhere to the above conditions

I \_\_\_\_\_ from \_\_\_\_\_ (name of group/organisation), agree to the above conditions for use of the Gathering Place

Signed \_\_\_\_\_ Dated: \_\_\_\_\_



**Simply Mindful**  
CANBERRA MINDFULNESS CENTRE