

CONDITIONS OF USE

1. For large scale events including those hosted in the Atrium space, cancellation 3 weeks before the event results in a 50% cancellation fee. For all our bookings, if a booking is cancelled 7 days prior to the event, a cancellation fee equal to 25% of the total charge applies. If a booking is cancelled 1 day prior to the event a cancellation fee equal to 75% of the total charge applies. If a booking is cancelled with less than 1 days notice a cancellation fee equal to 90% of the total charge applies.
2. Any changes to the layout of the booked facility are the Hirer's responsibility and must be returned to theatre style layout by the Hirer upon completion of the booking.
3. At the conclusion of the hire period, the Hirer must completely vacate the premises. Failure to do this may result in extra charges being applied. The hirer must also remove from the venue all goods, property or material brought in by or on behalf of the hirer.
4. Hirers must ensure that the space and its surrounds are left in a clean condition. If you arrange for catering for your booking, you or your caterers are responsible for all cleaning and cleaning up at the end of your session (removal of food, plates, cups, glasses, utensils and any rubbish). Cicada Innovations will at its sole discretion apply a cleaning fee to the hirer in the event that the hired room, Atrium or surrounding area is left in an unsatisfactory condition.
5. The Hirer and their guests must follow Cicada Innovations policies, procedures and directions at all times. Smoking is prohibited in the Atrium or National Innovation Centre.
6. Drinks and food can be served in the Atrium only and are not allowed in all other facilities. Alcoholic drinks may be served by staff, with responsible service of alcohol certificate, as part of an event but cannot be sold.
7. The hirer is required to maintain adequate public liability insurance for their staff, guests and for the facilities for the duration of the hire period. The Hirer indemnifies Cicada Innovations, their officers, employees, agents and contractors to the fullest extent permitted by law from and against all liability for damages, claims demands, losses (including loss of profits and loss or damage to reputation) costs and expenses which may be made against Cicada Innovations by any person whatsoever, for any damage, loss or injury, or death to persons or property which may be sustained whilst at the venue, entering, leaving or near the venue hired for the entire duration of the Event and including all move-in/move-out activity, to the extent such loss, damage, cost or expense was caused by the hirers negligence.
8. Cicada Innovations will do our utmost to ensure the facilities and equipment are working though we do not warrant this.
9. The hirer must not do or omit anything that might breach Cicada Innovations' insurance policies in relation to the Building or the Facilities.
10. Access to the building and security of belongings is at the hirer's risk.
11. The hirer is responsible for the WHS of its guests and will comply with all obligations imposed by any relevant workplace health and safety legislation.
12. The hirer will comply with the Building Rules.
13. Cicada Innovations does not make any representations as to the security of its network or the internet performance. The hirer is to ensure that the Internet is used legitimately and must not be used in a manner that may cause Cicada innovations to breach conditions of usage.
14. Event Organisers should undertake best endeavours to ensure physical distancing of 1.5m between individuals is maintained across their event site. Upon entering Cicada Innovations site, event attendees assume all risk associated with Covid-19. You also agree to:
 - abide by all government guidance aimed at preventing the transmission of the virus
 - follow all directions provided by staff members and set out in the signage within the venue.

You must not enter the venue if you believe that you may have been infected with Covid-19.