

VENUE HIRE

Terms & Conditions

1. DEFINITION

NOTION_one

Refers to the NOTION_one,
Unit P, 61-63 Hugo Johnston Drive, Penrose, Auckland

THE HIRER:

Refers to a company or an individual hiring
NOTION_one for their event on behalf of themselves,
their clients and vendors.

2. BOOKING POLICY

- 2.1. Bookings will be accepted up to the end of the next calendar year.
- 2.2. The Hirer may reserve specific date/s for the use of NOTION_one by marking a provisional booking.
- 2.3. The provisional booking will be confirmed upon the return of a signed copy of the venue hire agreement and upon receipt of full payment of the Event fee.
- 2.4. If a confirmed booking is cancelled by the Hirer 14 days or more prior to the event, the booking fee applied through the NOTION_one website will be fully refunded.
- 2.5. If the Hirer cancels the event less than 14 days prior to the event, the booking fees are non-refundable.
- 2.6. If any equipment or services arranged or hired by NOTION_one for the purpose of the event is cancelled by the Hirer, any cancellation charge will be paid by the Hirer.
- 2.7. NOTION_one reserves the right to refuse/cancel bookings at any time on the grounds that the proposed event would be detrimental to the company's reputation or could cause its members distress.

3. PAYMENT TERMS

- 3.1. The venue hire will be invoiced to the Hirer following confirmation of the booking.
- 3.2. Additional charges may be incurred e.g. if an event goes longer than originally anticipated. In these circumstances, payment will be due within 7 days of the date of the invoice.
- 3.3. NOTION_one reserves the right to amend charges and rates at any time without notice.

4. GENERAL CONDITIONS

- 4.1. The Hirer is liable for damage, breakages or losses caused by themselves and/or their guests.
- 4.2. The Hirer agrees to indemnify NOTION_one for all claims suffered and cost, including legal costs on a full indemnity basis and/or solicitor/client basis and all debt collection and/or debt collectors' costs, losses, expenses and/or damages incurred by NOTION_one by reason of the Hirer default in observing or performing their obligations under this agreement.



**Ready to host your own event?
We'd love to hear from you.**



Therese Kreher
Head of NOTION

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