



Shangri-La Garden Hire

Pillar of Light is excited to present you with your room hire terms.

1. **Definition**

Terms: Terms are to ensure parties understand their rights and obligations and the respectful expectations held by all who share space at Pillar of Light.

2. **Terms**

Hire Terms. Outlines the room for hire, hire costs, inclusions and exclusions.

- 2a. The Shangri-La Garden is the space you have expressed to hire.
- 2b. You will have access via the back door (key/roller door or pin pad).
- 2c. Included in your hire, is the use of common areas. The common areas include; kitchens, toilets and all amenities within these rooms.

Amenities include; existing appliances, crockery and cutlery.
- 2d. Wi-fi is included in your room hire.
- 2e. Utilities are included in your room hire.
- 2f. The purpose of leasing the Shangri-La Garden is for your private event.
Your event includes (_____)
Any other services outside of this will need to be approved by Pillar of Light.
- 2g. The Shangri-La Garden cannot be re-rented or used by any other party or person unless approved by Pillar of Light.
- 2h. Please advise Pillar of Light on the number of guests that will be attending your event via email (once you have confirmed numbers).

3. **Cleaning Requirements**

It is expected that everyone is mindful of shared space.

You will find before commencing your event, all floors, surfaces and toilets clean. It is a requirement to leave the space as you found out.

- a. Floor sweeper, broom, vacuum and mop is available in our storage space as well as cleaning products also available to wipe down toilets and basins.

b. If you prefer, we can hire a professional cleaner after your event at \$75 to clean the floors and toilets on your behalf (if you do not wish to do your own cleaning).

c. Wash all your dishes/ stack in dishwasher after use, wiping down benches and leaving a nice space for the next person. Room to be left as received.

d. If the bins are full, please empty and place a new bin liner.

e. Leave toilet and wash basin neat and tidy.

f. Replace toilet paper or paper towels when needed.

4. **Costs/ Schedule**

a. \$44/hr inc GST

5. **Booking Policy**

1. Any person/business or company must have their own professional and public liability insurance. A copy of certificate of currency will be required to be emailed to; admin@pillaroflight.com.au

2. Booking Dates: As selected through booking page

3. Full hire fee is payable in advance to confirm your booking

4. Set up and pack up times are to be scheduled within your hire time - we will allow for cleaning time separately (you will not be charged for this time).

6. **Exclusions** What is not included in your hire

a. The Oxygen Chair meditation room

b. The Meditation Room for 2

c. The Infra-Red and Colour Therapy Room

d. The Vision Room

e. Any other item not itemised in the inclusions

f. Gas Heating/ Ethanol Pits.

(Ethanol Pits can be hired at \$5/hr each)

7. **Car Parking** Car parking directly out the front of Pillar of Light is for clients only. Parking is available in the common parking bay (we can show you). If full, parking on Grey Avenue has all day street parking. Parking also available on Frederick and Welland Ave.

8. **Conflict resolution** In the interest of workplace harmony, the Parties each agree to make reasonable efforts to maintain a peaceful environment within and together try to resolve any differences.

9. **Cancellation Policy**

a. For a full refund: Cancellation will need to be 8 weeks prior to the scheduled booking date and emailed to; admin@pillaroflight.com.au

b. A 50% refund will be issued if cancelled 4 weeks prior to booking date via email

c. If cancelled within 4 weeks of the event date, no refund will be issued.