

THE
HIVE
COLLABORATION SPACES

The Hive
146 Princes Hwy, Ulladulla, NSW, 2539
hello@thehivespaces.com
thehivespaces.com

Welcome to The Hive

The Hive Spaces Booking and Hire Terms and Conditions

IMPORTANT:

- i. Each booking must be approved by a member of staff at The Hive Spaces.
- ii. Your booking is only confirmed once approved by staff, and full payment is received.
This may take up to 3 business days.
- iii. If you require a booking that is less than a full day please request this by emailing our staff hello@thehivespaces.com

Please read through the following policy before agreeing to the Terms and Conditions of your booking request:

1. Purpose:

This policy outlines the terms and conditions for hiring spaces at CUC Southern Shoalhaven's The Hive Spaces. Our aim is to provide accessible, high-quality workspaces while generating income to support the operation of our Regional University Study Hub.

2. Available Spaces:

- Meeting rooms: dharraani, buwarla, gurndiira, yaranbul, djungga (North and/or South)
- Shared coworking area: murrurn ngura
- Board room: birribanj
- Training room: gugunyal
- Exam room (registered students only): miringama

3. Appropriate Use of Spaces:

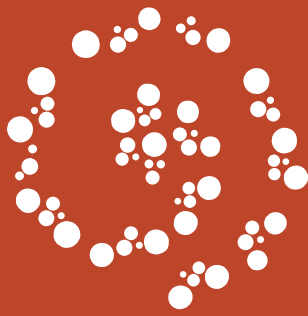
Our spaces are designed to accommodate a wide range of professional activities. However, due to the proximity of our rooms to each other and our location within the Country Universities Centre, certain limitations apply.

The following activities are not suitable for our spaces, and we respectfully ask that you seek alternative venues for:

- Therapeutic or counselling services
- Activities involving children
- Music rehearsals or performances
- Any activities producing loud or intrusive levels of sound

Please note that online meetings or seminars MUST be conducted in private offices, as our shared spaces are designated quiet zones.

If you are unsure whether your intended activity is suitable for The Hive Spaces, please contact our staff for guidance, hello@thehivespaces.com. We're here to help ensure that your use of our facilities aligns with our community standards and the needs of all our users.



4. Eligibility:

Spaces are available for hire by individuals, businesses, not-for-profit organisations, and community groups. Priority may be given to activities that align with CUC Southern Shoalhaven's mission of supporting education and regional development.

5. Booking Process:

- a) All bookings must be made through our online booking system at skedda.com.
- b) Bookings must be made at least 3 days in advance of the intended hire date.
- c) Bookings are confirmed upon payment of the generated invoice.
- d) Standard access to The Hive is from 9AM to 5PM, Monday to Friday.
- e) Access outside these hours may be arranged by prior agreement. Please contact our staff, hello@thehivespaces.com, well in advance to discuss extended access requirements.

6. Fees and Payment:

- a) Hire fees are determined based on the type of space, and the duration of hire.
- b) Full payment is required prior to the hire date or as specified in the hire agreement.
- c) Cancellations must be made in writing or requested through the cancellation process on your Skedda booking. Refunds may be available as per the cancellation policy outlined in the hire agreement.

7. Hirer Responsibilities:

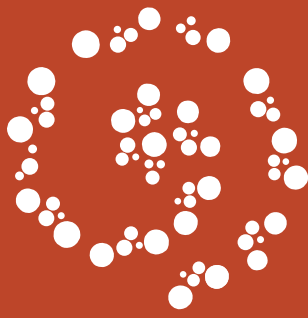
- a) Hiring organisations must have current public liability insurance and provide proof upon request.
- b) Hirers are responsible for the conduct of their guests and must ensure compliance with all CUC Southern Shoalhaven policies and regulations.
- c) Air conditioning must be turned off and Spaces must be left in a clean and tidy condition after use.
- d) Any damage to facilities or equipment must be reported immediately to Centre staff. If staff are unavailable please report any damage in writing to hello@thehivespaces.com

8. Facilities and Services:

- a) Enterprise Ethernet WiFi and climate control are provided in all spaces.
- b) Kitchen, parking, and bathroom facilities are available for the use of all Hive guests.
- c) Additional equipment may be available upon request and may incur extra charges.
- d) The student computer lab (djinug) and exam room (miringama) is not accessible to Hive guests.

9. Health and Safety:

- a) Hirers must familiarise themselves with emergency procedures, including the location of fire extinguishers, first aid kits, and evacuation routes.
- b) All users must endeavour to act safely at all times and be aware of potential hazards.
- c) Any injuries, potential hazards, and/or near misses must be reported immediately to Centre staff.
- d) Smoking is prohibited on the premises.
- e) Consumption of alcohol is not permitted without prior written approval.



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10. Respect for Other Users and Anti-Social Behaviour

- a) The Hive is a shared space. Hive guests must be mindful of noise levels and respectful of other users, including students accessing the CUC Southern Shoalhaven facilities.
- b) Doors to hired spaces should be kept closed when possible to minimise disruption.
- c) CUC Southern Shoalhaven is committed to providing a safe, respectful, and productive environment for all users. Anti-social behaviour will not be tolerated.
- d) Anti-social behaviour includes, but is not limited to: harassment, intimidation, discrimination, abusive language, disruptive activities, aggressive behaviour, vandalism, and any illegal activities.
- e) CUC Southern Shoalhaven reserves the right to immediately terminate the hire agreement and ask individuals to leave the premises if they engage in anti-social behaviour. No refunds will be provided in such cases.
- f) All users are encouraged to report any instances of anti-social behaviour to CUC staff immediately, either in person or via email to hello@thehivespaces.com.
- g) CUC Southern Shoalhaven reserves the right to refuse future bookings from individuals or groups who have previously engaged in anti-social behaviour.

11. Liability

- a) CUC Southern Shoalhaven is not responsible for any loss, damage, or theft of personal belongings.
- b) Hirers are liable for any damage caused to the facilities or equipment during their hire period.

12. Termination of Hire

CUC Southern Shoalhaven reserves the right to terminate any hire agreement for any reason.

13. Changes to Policy

This policy may be updated from time to time. Hirers will be notified of any significant changes. By completing a booking through skedda.com, hirers acknowledge that they have read, understood, and agree to abide by the booking terms and conditions.

For further information or assistance with bookings, please contact hello@thehivespaces.com