

A group of people, mostly men, are gathered outdoors for a social event. They are dressed in semi-formal attire like blazers and button-down shirts. In the foreground, a wooden table is laden with food, including a large roasted bird, breadsticks, and other snacks. Several people are holding beer bottles. The background shows a modern building with large windows and a string of warm white lights. The scene is bright and festive.

# MEETUP AGREEMENT 2021



# THANKS FOR YOUR INTEREST IN SPACECUBED!

## **Our purpose is to empower positive change through Technology, Spaces and Programs.**

We're an ambitious team with a shared mission to empower and support 1,000,000 change makers and entrepreneurs by 2030.

With a community of driven people who are passionate about collaboration, we offer a curated environment that fosters creativity and engagement for our members.

We are pleased to welcome you as part of this movement towards change, through our support for locally run meetup groups with a community focus.

To confirm your event, please confirm the details below, read the terms and conditions, and sign the final page of the document.

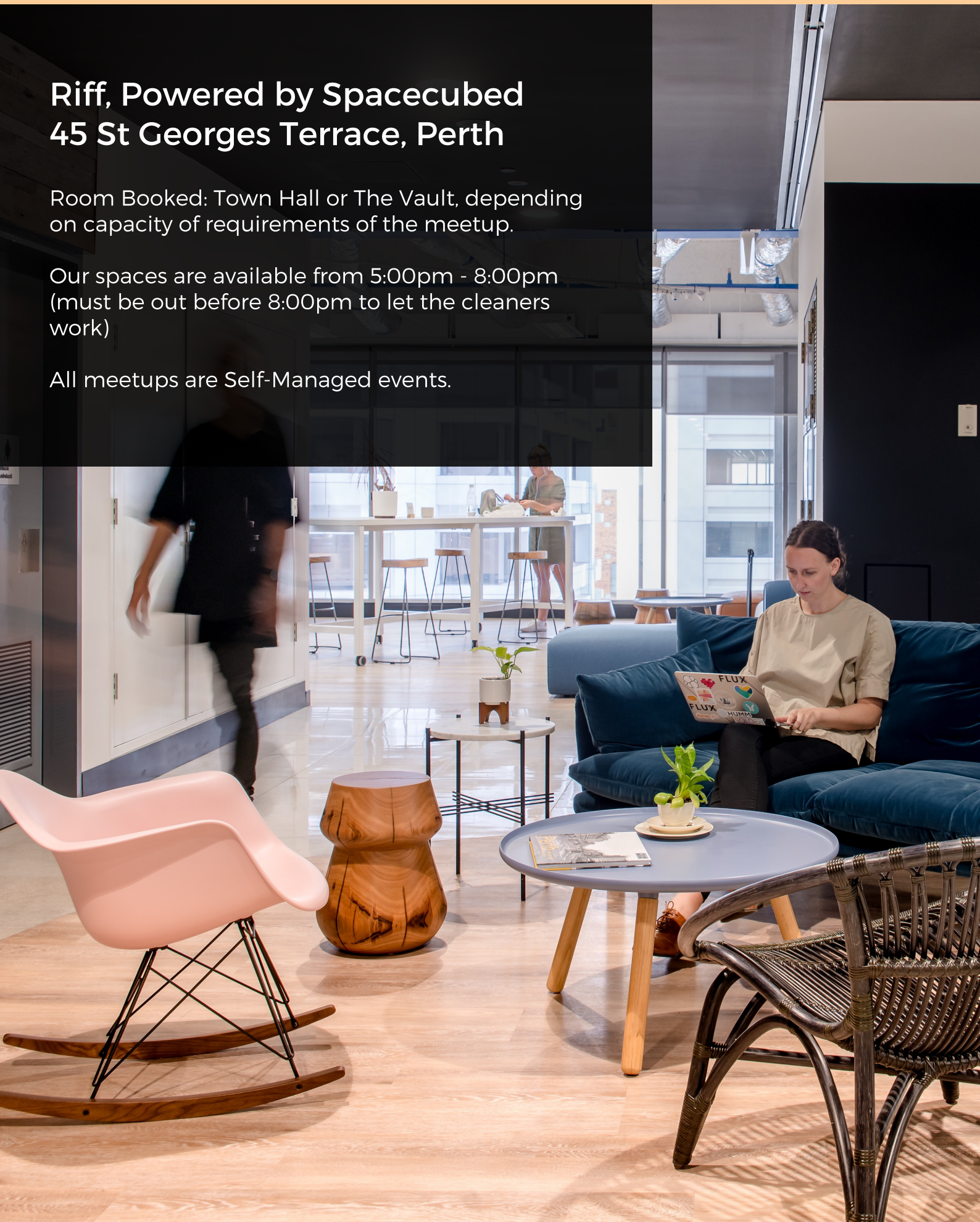
# SPACECUBED MEETUP INCLUSIONS

## Riff, Powered by Spacecubed 45 St Georges Terrace, Perth

Room Booked: Town Hall or The Vault, depending on capacity of requirements of the meetup.

Our spaces are available from 5:00pm - 8:00pm (must be out before 8:00pm to let the cleaners work)

All meetups are Self-Managed events.





# TERMS & CONDITIONS

As champions of the Spacecubed community, **meetup organisers** agree to the following:

- Must hold an active Spacecubed Membership
- Arrange a swipe card to have access to the space after hours
- The meetup has to be **free** and **open** to everyone
- All meetups to be registered on Meetup.com or on a Facebook Page
- Event invitation or registration page must include the Spacecubed logo
- Mentioning Spacecubed at the beginning of the event. (30 second Slideshow available on request)
- Mention promotions and events Spacecubed are running
- Send monthly reports on attendance
- Respect other members privacy and equipment
- Follow the COVID-19 event policy

In response, Spacecubed agrees to the following:

- Free space for up to **30 people** unless otherwise specified
- The event will be self-managed, inclusive of set up and pack down
- The Spacecubed meetup coordinator will organise an onboarding and will provide a close procedure and a contact number for emergency
- Assist with finding a suitable space if the space is booked for a private event
- Feature the event on our community platform and Spacecubed newsletter
- Market the event to our community of 2,000 people
- Periodically share the meetups on social media
- Share the COVID-19 policy (as mentioned above)

# CONTINUED.

## **Events supplying Alcohol:**

In venues that do not hold a liquor license, events that supply alcohol can be held so long as the event does not exceed three hours; meaning the events and all attendees are cleared of the space within this time. This ensures that Spacecubed and the events organisers will meet the legal requirements and can continue the event in the future.

All alcohol has to be removed from the venue at the end of the event, unless otherwise specified.

## **Cleaning:**

The event attendees and organisers are to clean the space to the standard it was when they entered. This includes:

- Relocating the furniture to its original standing if it has been moved
- General tidying of the space
- Dealing with waste (any large waste, eg. pizza boxes need to be removed and put in the basement bin area)
- Cleaning the kitchen (including the washing of any utensils, crockery and cutlery provided by Spacecubed)
- Put the dishwasher on

## **Running of the event:**

The event organisers must agree to be in and out of the space in the pre-arranged time. Especially relevant for after-hours events, additional costs are paid by Spacecubed to allow for air conditioning and staff (if necessary).

The space can be set from 5pm (no earlier) and needs to be empty by 8pm to allow the cleaners to work.

## **Advertising:**

When providing the space for a meetup, Spacecubed asks that they are mentioned throughout the evening, on any social media or web-based publication etc. This includes giving a brief run down of the space and what it offers, any promotions that run concurrent to the event, and mentioning ways in which attendees can get in contact.

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## **Codes of Conduct:**

Spacecubed is dedicated to providing a harassment-free experience for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age or religion.

Spacecubed is committed to ensuring that the working environment is free from discrimination and harassment, and that any discrimination and harassment will not be tolerated under any circumstances.

If a participant engages in harassing behaviour, the meetup or Spacecubed staff may take any action they deem appropriate, including warning the offender or expulsion from the conference space with no refund.

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a member of the conference or Spacecubed staff immediately. For more information on what constitutes discrimination or harassment, please refer to the Australian Human Rights Commission.

## **Client Responsibility:**

Clearly define the start and finish times of the event including set up time. You can also hire a casual staff for your event, for \$50/h and a minimum of 3h. If you go over time, you will be charged for the extra time spent in the space.

Event hosts are expected to clean up after the event, however can choose to hire a cleaner for an extra fee.

Please ensure that you have outlined all details of the event to Spacecubed staff. If a situation occurs where the event space will become unavailable or building security will be compromised, then Spacecubed staff reserve the right to cancel the event without notice.



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## **Damage to Property:**

The client is responsible for the conduct of the guests and indemnifies the venue for all costs, expenses, damage and loss caused by any act made by the client or the client's guests. If the above conditions are agreed to by the meetup organisers,

Spacecubed agrees to provide the following:

### **1. Advertisement:**

Agrees to promote the event, the process of becoming involved and other relevant information to their community of over 2,000 members. This includes the community platform, social media posts and the inclusion of the event on our public event calendar.

Content is to be provided by the organisers. Links, relevant images/logos and any required text is asked to be provided by the organisers. Organisers are welcome to directly post events on the community platform (access with their membership).

### **2. Space:**

Spacecubed agrees to provide the space within reason. The time, date and room location (i.e. Town Hall, Vault etc) is to be organised prior through our events team. Logistics behind the provision of the room, such as available times, capacity and requirements are also to be explored and understood prior. The space can be reorganised in a multitude of ways, so long as staff are aware of the arrangements. Spacecubed are happy to assist in the setting up of events, including arranging the desks, chairs, assisting in the provision of food and drinks at an extra cost.

### **3. Staff:**

If a meetup is being held after hours, with a large number of attendees or will require more assistance than the meetup organisers can provide themselves, Spacecubed agrees to provide a member of staff for the event at a cost.

This staff member is able to assist with the packing up and setting back of the space, help with registration, catering, cleaning and other required tasks. This is to be pre-arranged with Spacecubed staff (at least 10 days prior the event). A cost will be associated with this service. If more than the average number of attendees are expected in any given monthly event, Spacecubed staff need to be made aware at least 5 days prior.