
Part A: Centre Rules

Note: The centre rules are part of the **licence** (see *clause 36*)

Rule 1: Contact point

You must tell the **manager** your contact address and telephone number for all emergencies and keep us up to date with any changes.

Rule 2: Security

1. You must do your best to keep the **licensed area** safe and secure, and to protect them against theft. The security of the **licensed area** is your responsibility.
2. You must make sure all doors and openings are locked or shut securely whenever the **licensed area** are unoccupied.
3. We may enter the **licensed area** for any purpose concerning the security of the **licensed area**.

Rule 3: Keys

1. Where applicable, we must give you one free set of all keys or access cards for the doors that give access to the **common area**.
2. If you need an extra set of keys or access cards, please ask the **manager**. You must pay for the cost of each extra set.
3. You must make sure that only you have the keys or access cards. You must make sure no unauthorised copies are made.

Rule 4: Hours of opening and closing

1. Subject to rules 4.2 and 4.3, you must open the **licensed area** for business at least during these **centre** trading hours:

Monday to Wednesday	9.00 am to 5.30 pm
Thursday	9.00 am to 9.00 pm
Friday	9.00 am to 5.30 pm
Saturday	9.00 am to 4.00 pm
Sunday/Public Holiday	10.00 am to 5.00 pm

2. If 50% or more of the tenancies in the **centre** agree, the **centre** trading hours must be extended. Each tenancy has one vote.
3. If you open for trade outside the **centre** trading hours, you must pay your share of our costs in opening the **centre** for the extra hours.
4. You must not open the **licensed area** for business where the law prohibits this for your type of business or **licensed area**.
5. We may close or lock any doors or openings to the exterior of the **centre** from one hour after trade until 2 hours prior to trade.
6. We may open or close the car parking areas as we think is necessary to prevent use for purposes not connected with the **centre**.
7. We may close all or any part of the **centre** if we think it is necessary for the safety of the **centre** or any person in the **centre** (for example: bomb scare, riot).

Rule 5: Marketing

1. You must co-operate with and, if requested, take part in any marketing or promotion of the **centre** we carry out.
2. You must co-operate with us and, if requested, take part in promoting the use of any tradenames or logos connected with the **centre**.

Rule 6: Our standards for licensed area

1. You must get our consent before you do any thing that affects the standard of the **licensed area** and its presentation. You must conform with our reasonable requirements and standards of design, quality, style, and appearance.
2. This applies to:
 - ◆ fixtures, fittings, equipment, lighting, facilities or display (inside or outside the licensed area); and
 - ◆ anything on or visible from the outside of the licensed area (for example: a sign, window blind, awning).
3. We may withdraw our consent at any time where we reasonably believe it is in the interests of the **centre** or other people using the **centre**.

Rule 7: Display

You must keep the display windows and appropriate parts of the **licensed area** adequately lit during **centre** trading hours.

Rule 8: Signs

1. You must get our consent before you:
 - ◆ put anything on the outside or inside of the shopfront of the **licensed area** (for example: a sign, advertisement); or
 - ◆ use any picture or likeness of the **centre** or the **licensed area** for an advertisement (except as your address or place of business).
2. We must consent to signs stating your name and business if we believe they are of a standard in keeping with the **centre**.
3. You must not display anything on the inside or outside of the **shopfront** of the **licensed area** in relation to the closing down of the **licensed area** at the end of the **licence** (for example: signs stating "Closing Down" or "Closing Down Sale").
4. You must not use any of our trademarks or logos in particular those connected with the **centre** without our prior written approval. Our approval may be withheld in our absolute discretion.

Rule 9: Music in licensed area and spruiking

1. If you play music, make any sound using sound equipment, or use a television, you must make sure the sound is not unreasonably loud.
2. You may play "background recorded music" as long as you make sure that if it is heard in other premises, in the **centre** or residential areas, it does not unreasonably annoy any other tenants or people using the **centre** or occupants of the residential areas.
3. If any sound is unreasonably loud we may require you to lower the sound level to a level inaudible outside your **licensed area**.
4. You must obtain our consent before spruiking in the **licensed area** if it can be heard from outside the **licensed area**.

Rule 10: No electronic games

You must not have any electronic games, vending machines or similar equipment in the **licensed area** except if permitted by the **licence**.

Rule 11: Cooling and heating of licensed area

You must get our consent before you use any service for cooling or heating the **licensed area** other than those we supply (for example: lighting, cooling, heating, circulating air).

Rule 12: Restrictions on food

You may only prepare or cook food in areas installed for that purpose.

Rule 13: Cleaning

1. You must, at your expense, keep the **licensed area**, the shop front and external signage clean.
2. You must store and keep all waste and rubbish in proper receptacles, and make sure the rubbish is removed regularly.
3. If applicable, you must remove your waste and rubbish to the loading dock and segregate it in accordance with the waste and recycle bins provided. In removing waste to the loading dock you may only use the **common area** at times we approve.

Rule 14: Use of facilities

1. You must only use facilities (toilets, sinks, basins, drains, plumbing) in the **licensed area** and the **common area** for their proper purpose.
2. You must not deposit any rubbish or foreign material in any of the facilities.

Rule 15: Services

You must obey our requirements concerning services we supply (for example: air-conditioning or the elevators). You must not do anything which might interfere with their efficient operation.

Rule 16: No dangerous behaviour

1. You must not do any thing in the **licensed area** or the **centre** that is likely to be dangerous to anyone.
2. You must promptly tell us about any accident to or problem with any services or facilities that needs repair especially if you are aware, or ought reasonably to be aware, that this may be a danger or risk to the **licensed area**, the **centre** or any person in the **centre**.

Rule 17: Use of common area for business

1. You must get our consent before you use or allow any part of the **common area** to be used for:
 - ◆ any business or commercial purposes; or
 - ◆ display or advertising.
2. If you do not get our consent we will remove **your property** from the **common area**.

Rule 18: Delivering goods, using trolley

1. You must only use the delivery areas of the **common area** at the times we approve.
2. You must make sure that any trolley you use for carrying goods does not mark or damage the floor of the **centre** and makes minimal noise. Any trolley must have rubber wheels. All trolleys must as a minimum requirement comply with AS/NZS 3847.1:1999 or such standard as advised by us.
3. You must not deliver large or bulky goods to the **licensed area** through the **common areas** or other areas accessible to the public during **centre** trading hours.

Rule 19: Equipment

1. You must get our consent before you install equipment on the **licensed area**.
2. In particular, you must get our consent before you bring any heavy equipment onto the **licensed area**. The equipment must be reasonably necessary for carrying on your business in the **licensed area**. We do not consent to any equipment that may cause any structural or other damage to the floors or other parts of the **licensed area** or the **common area** or nuisance (including noise or vibration) to any occupier of the **centre**.
3. Before you bring any of your equipment onto the **licensed area** or the **common area** you must give us at least 2 days notice.
4. We may direct the routing, installation and location of the equipment. You must comply with all our directions.

Rule 20: Elevator rules

1. We may issue any rules about using the elevators. You must obey these rules at all times.

2. If you want to use an elevator when the **centre** is closed, you must give us at least 24 hours notice. We will try to make the elevators available for your use but we may charge you any costs and expenses that we incur (including electricity and overtime costs for employees and contractors).
3. You must use the goods elevator to carry bulky or large quantities of goods and equipment.

Rule 21: No burning rubbish etc

You must not burn any rubbish or any other material in the **licensed area** or any part of the **centre**.

Rule 22: No auctions

You must not conduct any auction, liquidation, or fire sale on the **licensed area**.

Rule 23: Public address system

We may provide a public address system in the **common area**.

Rule 24: Lighting of common areas

We may provide any lighting that we think is advantageous to the **centre**.

Rule 25: Car parking and loading dock

1. If we provide any car parking areas for customers, you must not use those areas set aside for customers.
2. If we provide any loading dock areas, you may only use those areas for moving goods to or from the **premises** in accordance with any hours set down in a management scheme.
3. If we ask, you must give us the licence numbers of your vehicles.
4. We may issue any car parking rules that we think promote or improve the convenience and use of the **common area** by customers and invitees of the **centre**. Our car parking rules may cover:
 - ◆ policing the car parking areas;
 - ◆ changing car parking arrangements, including restricting parking;
 - ◆ changes for car parking;
 - ◆ closing all or any part of the car park at any time; and
 - ◆ discouraging non-customer parking.
5. We may charge a fee for customer car parking and for staff parking.

Rule 26: Keeping common area clear

You must keep the **common area** clear. In particular you must not block or obstruct the fire doors or escape doors. You must not cover or obstruct any service duct, any fire prevention devices, or thing that allows light into or ventilation of the **centre**. If you fail to keep the **common area** clear, we may remove and store or dispose of any offending item at your cost.

Rule 27: You must obey fire regulations

1. You must obey all laws concerning fire requirements, including any insurance, sprinkler or fire regulations. You must pay for any costs incurred in obeying these. In particular, you must not obstruct emergency exits or store items at a height that inhibits the fire services (including fire sprinklers) from working effectively.
2. You must not store or use inflammable or explosive substances or any regulated environmental contaminant in or on the **licensed area** or **centre**, except as required in the normal course of your business.
3. If required in the normal course of your business you must advise us of any inflammable or explosive substances in your **licensed area**.

4. If we are charged a levy for the fire brigade to attend the **centre** for a false fire alarm and you are responsible for setting off the false fire alarm, you must pay the charge.

Rule 28: Fire or emergency drills

1. You must observe and obey all fire or emergency drills.
2. You must make sure that you are fully aware of all safety and emergency procedures.

Rule 29: Danger or risk to centre

1. If you are aware of a risk or a danger (for example: a bomb threat, fire, demonstration, suicide attempt, contamination or other dangerous incident) in any part of the **licensed area** or the **centre**, you must tell us immediately.
2. If there is, or may be, any thing that is a risk or a danger (for example: bomb threat, riot, fire, demonstration, suicide attempt, contamination or other dangerous incident) you must immediately obey any instructions given to you, including leaving the **licensed area**.
3. You must obey the instructions of the police or the fire brigade or other emergency authority. You must not re-enter the **licensed area** or the **centre** unless we or the police or fire brigade or other appropriate authority tell you it is safe to do so.

Rule 30: Spillages

You must ensure that none of your goods spill or fall onto the **common area** but if they do you must, as soon as possible, clean them up. If you do not, you will be in breach of your **licence** and must indemnify us against any claims which may be made against us.

