



## TERMS AND CONDITIONS OF VENUE HIRE

### 1. Venue Hiring Rates applicable from 1<sup>st</sup> July 2017

**Session times:** 9am – 12 noon; 1pm – 4pm; and 4.30pm – 8.30pm

**Activity Room 1 or 2** - Suitable for workshops or meetings or activities up to 20 people

**Activity Room 1 and 2** - Suitable for workshops or activities for up to 40 people (seated) or up to 60 people for a function

**Training Room** - Suitable for up to 12 people for meeting or training or up to 10 people for computer training using laptops

Room	Hire Fee Not-for-Profit Casual Users * (Regular Users less 20%)	Hire Fee Commercial/Profit Casual Users (Regular Users less 20%)	Bond + Key Deposit
Activity Room 1 or 2	\$15.00 per hour or \$35.00 session	\$20.00 per hour or \$50 session	\$100
Activity Rooms 1 <b>and</b> 2	\$25.00 per hour or \$65.00 session	\$30.00 per hour or \$80.00 session	\$300
Training Room (room only) Maximum 12 people	\$15.00 per hour or \$35.00 session	\$20.00 per hour or \$50 session	\$300
Training Room with use of all facilities including laptops, DPU, Screen, whiteboard & WiFi. Maximum 10 people	\$25.00 per hour or \$65 session	\$30.00 per hour or \$80 session	\$500
With use of Kitchen & equip	+ \$15 (full fee)	+\$20 (full fee)	\$300
Tea/coffee and Morning or Afternoon Tea Packages	1 – 20 people \$30    20 – 50 people \$50 50 + people \$70		
Function Hire – WNC - includes use of kitchen facilities		\$250	\$400 + \$50
Cleaning Fee (if not left in satisfactory state)		\$100	

### 2. Hire Application

- a) Approval of the application is at the discretion of Woodrising Neighbourhood Centre Incorporated's Manager.
- b) The Hirer will only use the venue for the purpose and activities outlined and approved in the Venue Hire Application Form. Under no circumstances is the venue for hire for 18<sup>th</sup> or 21<sup>st</sup> Birthday parties.
- c) The hire may be cancelled at any time if determined necessary by Woodrising Neighbourhood Centre Incorporated.

- d) The Hirer shall not sublet the premises to any other organisation/individual.
- e) The Hirer must have their own Public Liability insurance cover, and provide a copy of the Certificate of Currency to Woodrising Neighbourhood Centre Incorporated before the hire commences.

### **3. Key Collection and Return**

- a) Keys can be collected during office hours on the last working day before the hire.
- b) Keys must be returned by 10am on the first working day subsequent to the hire.
- c) Keys must not be duplicated for any reason whatsoever. Lost keys must be reported immediately to the Manager and replacement costs will be taken from the Key Deposit.

### **4. Using the Venue**

- a) The Hirer will not sell any products, conduct sports, games or races, use amusement devices, erect any structures or ignite any fireworks without prior approval.
- b) Smoking is not permitted in Woodrising Neighbourhood Centre Incorporated's grounds. It is the responsibility of the Hirer to ensure this condition is strictly enforced.
- c) Under no circumstances is the sale or provision of alcohol permitted.
- d) Under no circumstances is the acoustic dividing wall to be opened or closed by the hirer. The positioning of the wall should be arranged with the Manager before the hire.
- e) Noise, particularly departure noise, is to be kept to a minimum so as not to inconvenience surrounding residents.
- f) Blu tac, drawing pins, or sticky tape must not be used to affix decorations or signs. Cost of removal may be deducted from the bond.
- g) The venue must be vacated by 12 midnight should the letting period include late evening.

### **5. At the conclusion of the hire**

- a) The venue must be vacated by the time stated in the Venue Hire Application Form or additional hire will be charged.
- b) The Hirer must leave the venue in a clean and tidy state with all furniture and other resources returned to their original positions.
- c) All rubbish must be removed by the Hirer.
- d) The Hirer is responsible for any breakages, theft or damage to the facility or equipment. Any damage must be immediately reported to the Manager who will calculate the cost of the damage and include the amount in the Hire invoice or deduct it from the bond.
- e) The Hirer must ensure that all electrical appliances including lights, fans, heaters and cooking appliances are turned off and all doors locked when leaving the venue.

### **6. Bond Refund**

- a) The bond will be refunded once the hired venue has been inspected and found satisfactory.
- b) Costs will be removed from the bond in the case of any damage or where the venue is not left in a satisfactory condition.