



CONDITIONS OF USE FOR HIRE OF MEETING ROOM

BOOKINGS

All potential hirers will be required to complete a *Hire of Meeting Room Application Form* to officially lodge their hire enquiry. The form is available from the Centre on request.

All Hirers are to sign the *Hire of Meeting Room Agreement Form*, (attached) at time of booking.

ACCESS

If the hire period is out of normal business hours, keys are to be picked up from the office beforehand. Never leave the Centre unsupervised. A \$20 deposit is required for keys & will be refunded when keys are returned after hire period.

USE OF THE FACILITY

The Hirer is responsible for the behaviour of all persons taking part in the Hirer's activities. The Hirer is to ensure that nothing is done during the set-up, duration and clean up of the activity that is disorderly or unlawful in connection with the use of the facility. The Hirer shall, while on the premises, abide by all directives given by Centre Staff.

ADVERTISING & BANNER DISPLAY

All advertising materials produced by the Hirer to promote their activity must be approved by the Centre Manager prior to publication

CHILDREN

Must be supervised at all times and are not permitted to use Centre equipment.

CLEANING PRODUCTS / CHEMICALS

No chemicals may be brought or left on site or stored without the written agreement of Centre Management. For Health & Safety reasons, there are strict regulations about the labelling and storage of any chemical substances including cleaning products. Any containers must be clearly and correctly labelled with a manufacturer's data sheet re substance, its purpose and first aid if swallowed, in eyes, on skin etc. and stored securely out of reach of children. Some household cleaning products can cause major irritation to others and be dangerous to children. Any unknown substances will be disposed of and will be considered a breach of condition of use for the Centre.

Please report any hazards to the Centre Administration or keyholder for investigation.

CONDUCT

It is important that all groups and individuals be aware that we all have responsibilities to each other and should behave harmoniously.

PROPERTY

The Centre will not be responsible for any loss or damage to property belonging either to the hirer or any person in the Centre at the invitation of the Hirer.

DAMAGES / REPAIRS

The Hirer is responsible for any damages suffered to the Centre or its equipment, by their associated agents, employees, program participants and invitees and will be required to report all damage to the Centre Manager and be responsible for the cost of any repairs.

INSURANCE

Public liability insurance must be carried by all hirers and policy details must be provided on the Application form.

The Tweed Shire Council and the Murwillumbah Community Centre Inc both have cover for public liability insurance but must remind users of the facility that this policy does not extend to cover theirs or their agents or programs participants during the hire of the venue.

It is the duty of hirers to report any incident that may lead to some action being brought against them or Council in the course of the hire of the venue.

The hirer shall indemnify the Tweed Shire Council and the Murwillumbah Community Centre Inc against all actions, suits, proceedings, claims, demands, damages and costs whatsoever brought, prosecuted or made (as the case may be).

NOISE LEVEL

Please keep your noise at an acceptable level as we are in a residential area. Leave quietly and drive carefully.

SMOKING AND DRUGS

Smoking is prohibited inside the Centre and strictly no use of drugs inside or outside on Centre grounds.

MUSIC

The provision of amplified entertainment is prohibited with the exception of medium-level background music. Excessive noise is unacceptable.

CATERING

Our kitchen is stocked with crockery and cutlery for approx 100 people. If you require additional you will need to provide yourself. Please also provide, serviettes, serving platters, garbage bags . You are welcome to use any of our kitchen appliances, please leave as found.

FLOOR

All chairs and tables must be stacked in the designated place before vacating the Centre. Extreme care must be taken not to drag tables or chairs across floor to prevent any damage to floor.

OPEN FLAME & PROHIBITED SUBSTANCES

The Hirer will not bring or permit any open flame (including lit candles & lamps), explosives, ammunition, firearm or flammable liquid or substance or any dangerous weapon to be brought into or used in the Centre.

CLEANING AND DEPARTURE

Make sure you have left the Centre by the “time out” specified on application. If you run over time additional costs will be charged.

The Hirer shall leave the meeting room, kitchen , goods and equipment in a clean, safe and proper condition as in the commencement of the hiring, in all respects to the satisfaction of Centre Staff. The Hirer will remove all goods and equipment brought in by the Hirer, in accordance with any direction of Centre Staff.

The Hirer is responsible for the disposal of rubbish. Any excess rubbish must be removed from the Centre at the close of the hire period. All food and spillages should be cleaned away, including inside microwave and oven.

If hire period is out of normal business hours, hirer must turn off air conditioner, lights, appliances, taps and close all windows and make sure the Centre is locked and secure before departure.

Garbage must be removed and put in bins provided or removed from site.

COPYRIGHT

The Hirer will not infringe or breach any copyright, performing right or other protected right involved in the hiring and shall indemnify the Centre against all claims, demands or actions arising from any such infringement or breach.

HIRER’S EMPLOYEES AND AGENTS

The Hirer agrees that all persons engaged or employed by the Hirer in connection with the Meeting Room hiring, shall comply with the provisions of these Conditions of Use, and the Hirer agrees to accept responsibility for any failure on the part of their guests, agents, employees and contractors to observe and comply with these provisions.

PROHIBITION OF ASSIGNMENT

The Hirer shall not transfer, assign, sub-let or sub-hire their rights under the *Hire of Meeting Room Agreement*.

BREACH OF AGREEMENT

The Centre reserves the right to cancel the Agreement at any time for any breach of policy or procedure.

Centre Management reserves the right to review fees for Hire of the Meeting Room, to have discretionary powers over access and to set any special conditions it sees appropriate provided they fit within the aims and objectives of the Murwillumbah Community Centre Inc.

The Tweed Shire Council and the Murwillumbah Community Centre Inc are not liable for damage to and/or loss of equipment belonging to Users whilst in storage at the Centre.

All hirers of the facility must abide by the conditions of use, including departing time and ensuring the facility is left in a clean state and that rooms/furniture are returned to their original order. Failure to do so will impact on your group's ability to hire the facility in the future.

We are continually looking at ways to improve our services to the community. We appreciate any feedback from community groups and individuals that can help us to improve our services.

THANK YOU for booking the meeting room at the Murwillumbah Community Centre. We trust you will enjoy using the facility.

MCC Meeting Room Hire – Conditions of Use
HIRE OF MEETING ROOM AGREEMENT

I

of

agree to the Conditions of Use as outlined in the Murwillumbah Community Centre Inc
Conditions of Hire Fees and Charges and in accordance with the *Hire of Meeting Room Form
Application Form*

I agree to pay costs to the amount of \$..... for the hire of the meeting room for the
purpose of

On the following dates

Signed Dated

Approved by

..... Dated

Wendy Constantine
Manager
Murwillumbah Community Centre Inc

MCC Meeting Room Hire – Conditions of Use
HIRE OF MEETING ROOM - APPLICATION FORM

Our meeting room is available for hire to community organisations, groups & individuals for hire for meetings, training, programs and activities.

All hirers must have their own Public Liability Insurance & must provide a Certificate of Currency prior to utilising the room. Keys will be issued if the room is required out of working hours. A bond of \$20 must be paid for keys & will be refunded at the end of the hire period.

Our hire schedule is:

Not for profit	\$10 per hour, per room plus GST
Other groups, for profit and Government Departments	\$21 per hour, per room plus GST
Refundable Key Deposit	\$20
Table Linen Hire	\$30

Booking details:

I hereby make application for hire of the meeting room of the Murwillumbah Community Centre, as under:

Name
Address
Phone
Email

Not for Profit group
Other groups, for Profit and Governrgroup

Date required
Times required From: To:
Reason for hire
Approximate numbers

Public Liability Insurer details

Policy NumberExp date

Total amount owing

MCC Meeting Room Hire – Conditions of Use

I, of

..... undertake to be responsible for the payment of the hire fees fixed by the Murwillumbah Community Centre Inc. for the hire of the meeting room as required, and for the payment of any other charges arising out of my engagement in accordance with the rules and conditions which I agree to and form the basis of this application.

Name of applicant

Signature of applicant

Office use only

Hire Fee paidRec NoDate paid

Key Deposit paidRec NoDate paid