**CLIENT DETAILS**

If you have previously provided these details to us and they are unchanged you only need to provide your organisation and/or contact name and sign this form below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation:** |  | | | |
| **Contact Name:** |  | | | |
| **ABN:** |  | | | |
| **Email:** |  | | | |
| **Phone:** |  | | **Fax:** |  |
| **Mobile:** |  | | | |
| **Postal/Billing Address:** | |  | | |
| **Signature:** | |  | | |

|  |  |
| --- | --- |
| **Date/s required** |  |
| **Time/s required** | **From: To:** |
| **Room required (see page 2 for room details)** |  |
| **Number of attendees** |  |
| **Any additional service required?** |  |
|  |
|  |
|  |
|  |
|  |  |

**Office Use Only:**

* **Commercial hot office booking**
* **Government hot office booking**

|  |  |  |  |
| --- | --- | --- | --- |
| **Room Name** | **Max People  (without tables)** | **Per hour**  **Tax ex.** | **8 hours**  **Tax ex.** |
| **AUDITORIUM** | **100** | **$80** | **$500** |
| **COMMERCIAL KITCHEN** | **5** | **$60** | **$300** |
| **MPR4** | **20** | **$50** | **$300** |
| **MPR1** | **15** | **$40** | **$240** |
| **STANDARD OFFICE** | **3** | **$15** | **$60** |
| **Media Charge** | **-** | **$10.00** | **-** |

**Venue and Services Hire**

**Terms and Conditions**

*PROCEDURE FOR FACILITY HIRE*

1. Obtain a Booking Form - A Booking for room hire must be lodged via email or in person to the Mount Barker Community Resource Centre. Incomplete Bookings cannot be processed. Make an appointment to visit the Community Resource Centre and look over the facilities to make sure they are suitable and safe for your requirements.

2. Make payment - Bookings will be regarded as confirmed when the completed Booking Form has been provided to the Community Resource Centre prior to the function. An invoice will be provided for the booking or payment can be made in cash at reception. Direct transfer payment details are provided on the Booking Form.

3. Public Risk Insurance Cover - This is required to protect you and the Community Resource Centre against any claim, which may arise from the activities you are organising.

4. Consumption of Liquor – Consumption of liquor will need to be approved by MBCRC Management. A liquor licence is required from the Department of Racing, Gaming and Liquor where it is intended that alcohol will be sold. The Applicant is responsible for submitting a Booking through the appropriate government department and ensuring a copy of the approved liquor licence is provided to the Community Resource Centre prior to the event.

5. How to Change your Booking - If you decide to change or cancel your booking you must provide details of the change in writing to the Community Resource Centre. Where less than 3 days’ notice is given, a fee of 25% of original booking will be charged.

6. Collect the Key – You will need to collect the key prior to your booking date, unless the booking is during Community Resource Centre hours. On receipt of the key, or on arrival at the venue during Community Resource Centre hours, you will be provided with information about the Emergency Evacuation procedures for the building and relevant Emergency Contact numbers.

7. The Community Resource Centre reserves the right to refuse a Booking for room hire without giving any reason.

*ACCESS AND KEYS*

1. Access to the room will only be available from the date and time shown on the Room Hire Booking Form, unless otherwise arranged with the Community Resource Centre.

2. Keys are to be collected from Mount Barker Community Resource Centre between 9am-4pm weekdays and proof of identification will be required. If the person collecting the key is not the Applicant, then the Applicant will need to provide that person with written authority to collect the key (an email to the Community Resource Centre will suffice).

3. Keys shall be returned by 10:00am the next working day following the completion of the hire period.

4. The Applicant shall report any loss of room keys to the Community Resource Centre. The cost to replace the keys and/or locks to the room will be charged to the client.

*USE OF ROOM*

1. The room hiring time will include time needed for applicant to set up and clean up. All equipment, food and beverages which are required for the function are to be delivered to the room within the period of hire, unless otherwise arranged with the Community Resource Centre.

2. The minimum hire period for the room is 1 hour for all bookings. The maximum hire period will reflect the requirements of each individual applicant.

3. The room is only to be used for the purpose shown on the Booking form and approved by the Community Resource Centre.

4. Bookings are not available for any high-risk events or as deemed unreasonable by the CRC Management.

5. Should the Applicant be wanting to use any other part of the Community Resource Centre facilities during the hire period, apart from the room and carpark, this must be agreed with the Community Resource Centre and noted on the Booking.

6. The Applicant shall ensure that all children are supervised by accompanying adults.

7. Parking is available in the bays of the car park outside of Community Resource Centre days, or on nearby streets on Community Resource Centre days.

8. Nails, tacks or screws are not to be put into any part of the building and the use of adhesive tape or bluetac on walls is prohibited.

9. Decorations hung from lights and all balloons must be removed from the room prior to booking completion.

10. Community Resource Centre staff may have access to the room at all times without prior notice.

11. The room shall be left in a clean and tidy condition. Clean up must be completed at the conclusion of the function. Cleaning shall include: - Removal of waste from the room that cannot be deposited in bins provided for in the room, - Wiping all horizontal surfaces in the kitchen and bathrooms, - Ensuring all floors are left in a safe and dry condition, - Sweeping or vacuuming all floors, - Ensuring all chairs and tables are returned to their original position and/ or stacked in the designated area.

12. On completion of cleaning please check that all lights, heating and cooling units are turned off and that the room is then secured with the proper key and the building entry points are secure and locked. In the event that the Community Resource Centre’s subsequent inspection shows that the

room has not been left in a clean and tidy condition the cost of any cleaning deemed necessary by the Community Resource Centre shall be charged to the client.

13. In a case where the Applicant finds the room in bad/damaged condition prior to their use, it is their responsibility to report the room condition to the Community Resource Centre. During work hours contact the Community Resource Centre on (08) 9851 2674. An emergency contact after hours number will have been provided with the key to the room.

14. The Applicant shall take all necessary steps to ensure that noise emitted from the facility (including any car park or outdoor areas) during any function does not cause annoyance to nearby residents. This can be done by ensuring doors and windows are closed if music is playing.

15. Smoking in the building is prohibited.

16. Sub-letting of the room is prohibited. In the event that the Applicant parts with possession of the room to a person not approved by the Community Resource Centre, then the Applicant will remain liable for any damage caused by that person.

17. The Applicant shall be liable for any loss or injury caused to persons who attend the room or its environs during the function. Please note that the Community Resource Centre’s public liability insurance policy protects the Community Resource Centre only, and does not protect the Applicant or any other person against a claim made with respect to the period of hire of the room. It is the Applicant’s responsibility to ensure the facility being booked is suitable for their needs. It is strongly recommended that the Applicant take appropriate steps to ensure a sufficient public liability insurance policy is in place prior to the commencement of the function.

18. The Applicant is liable for any damage caused to the room, any fixtures or fittings contained within the room during the period of hire and/or use, whether caused by the Applicant, his or her invitees or any other person.

19. In the event that during the period of hire and/or use any damage is caused to the room or any property therein, the Community Resource Centre may, at its absolute discretion, charge the client the cost of repairs to fix the damage. If an insurance claim is made by the Community Resource Centre, the Applicant will be required to pay the full excess amount. Assessment may take several weeks depending on the severity of the damage, and all charges will be held until all assessments are made.

20. The Applicant shall ensure the number of people using the facility does not exceed the maximum number of persons stated in the Booking.

21. If security is called out for any reason during the period of your hire or directly after, as a result of the building not being secured properly, the call out fee will be charged to the applicant.

22. Where an Applicant wishes to make a regular booking, a deposit may be required and will be determined by negotiation with the CRC.

23 A cleaning fee may apply if the hired space requires cleaning after use

24 After-hours Fee may apply if the room booking is outside CRC office hours

I,……………………………………………………..of…………………………………………………………………………………….agree to uphold and carry out these Terms and Conditions as defined by the Mount Barker Community Resource Centre.

Signed…………………………………………………………………….Date…..../……./……..