Nannup Community Resource Centre

Meeting Room Booking Form

Client Details

Hirer: ☐ Business
☐ Community Group
☐ Individual

Name: _____ Date : _____

Postal: _____

Mobile: _____ Landline: _____

Email: _____

Do you have Discount Membership? Yes ☐ No ☐

Room Hire Details

Date of Hire Requested: From:_____ To: _____

Recurring Request: *Please circle* *1st / 2nd / 3rd / 4th* Mon/Tues/Wed/Thurs/Friday each Week/Month

Booking Type: ☐ Meeting ☐ Training ☐ Video Conference ☐ Info/Workshop ☐ Other

Price & Equipment Guide	Hire period	Conference Room	
	Equipment included in hire	86Inch Benq Video Conference with electronic white board. Remote. Projector. Projector Screen. Recharge station with iPad and Laptops. Chairs. Desks. Aircon. Catering options.	
	1 Hour	$20.00	
	2.5 Hours	$35.00	
	4 Hours	$45.00	
	Full Day	$60.00	
	Outside Office Hours (Before 10am and after 5pm)	$33.00/hr + $27.50 opening fee	
Room Setup	Conference Room Set Up		
	Board Meeting	Theatre	
	Video Conference	Other (Describe Below)	
Catering	Light	Tea, Coffee & Biscuits	$1.00 Per Person
	Premium	Tea, Coffee, Cake, Savories, Finger Food, Platter	By agreement

Terms & Conditions

1. Payment of the fee for the hire of the facility must be made prior to using facility.
2. The hirer will occupy and/or use the venue at his/her own risk. It is the responsibility of the hirer to check
3. the condition of the venue and grounds upon arrival at the venue and determine whether the venue is fit
4. for the intended use
5. All music and noise levels are kept at an acceptable level including entering and leaving the premises.
6. No smoking occurs inside the facility or within 10m of any door or open window.
7. Lighting is to be turned off and secure all windows and doors before vacating the facility at the end of the time of hire.
8. The hirer is responsible for any breakages, theft or damage caused to the building, grounds or equipment during the hiring period. Should such an incident occur, the Centre must be contacted immediately. Associated costs will be invoiced to the hirer.
9. The hirer accepts full responsibility for damage or injuries to third parties as the result of any wilful misconduct by the hirer or a member of the group.
10. The hirer indemnifies the Centre from and against all actions, claims, costs, losses, expenses and damages (including the costs defending or settling any action or claim) in respect of: Loss, loss of use or, or damage to the property of The Centre, and or Personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property; resulting from or by reason of anything done or omitted to be done by you arising out of your activities undertaken at or near The Centre's facility. Your Liability to indemnify The Centre is reduced proportionally to the extent that a negligent act or omission of The Centre or its employees has contributed to the injury damage or loss.
11. The hirer accepts full responsibility for: All costs incurred for cleaning, repairing or replacing any part of the premises, its fixtures, fittings or equipment damaged or destroyed during the hire period; and/or any loss or damage to any personal property (including money, jewellery and credit cards); and property on hire or loan, which is in the facility in connection with or because of its hire; and/or the behaviour of all attendees and damage or injuries to third parties as result of wilful misconduct by the hirer or a member/s of the group
12. Keys for the room to be returned to the Centre's employees at the earliest opportunity on the day following the hire period. In the event the keys are lost, the Centre will charge the hirer to recover the costs of replacing keys and change of locks if required.
13. Cancellation Fees - the full usage fee will be charged for bookings cancelled with less than 48 hours' notice.
14. A hirer must ensure any private electrical appliance used at The Centre facilities is tested and tagged in accordance with Australian Standards.
15. When entering the venue, the hirer is to make themselves aware of the emergency evacuation plan displayed within the venue. The hirer is to ensure that emergency exit routes remain clear at all times.
16. The hirer is aware that Closed Circuit Television (CCTV) cameras may be in operation on the premises.
17. Tables and chairs are not to be removed from the designated hall under any circumstances. If chairs and tables are not placed back to the nominated venue space in the condition they were found, a fee will be applied for the Centre to recoup an costs incurred.
18. Property not belonging to the Centre during the term of a hire will be at the owner's risk. The hirer must remove all property unless otherwise authorised by the Centre.
19. The Centre will take reasonable steps to return any items found in the room. Notwithstanding, any abandoned or unclaimed property will be disposed of by the Centre as the Centre sees fit.
20. No naked flames of any type may be lit or utilised including open fires, candles or tea lights inside or in the surrounding grounds. Smoke/fog machines and/or ceremonial fires or similar are not permitted.
21. Activities conducted within a venue must not adversely impact on employees or the general public.
22. Any item or substance that damages infrastructure, such as nails or permanent hooks, must not be used to affix decorations. All decorations are to be completely removed at the conclusion of the event - this is inclusive of blue tack, adhesive tape or alike. Complete removal is to be undertaken with no damage to the walls.
23. Temporary signage such as A-frames, teardrops or banners are permitted inside the venue perimeter for the duration of individual bookings and must be removed prior to leaving the venue on each occasion. Temporary signage is not to obscure any permanent signage on site.
24. All rubbish must be removed from the venue at the completion of the hire period and disposed of in the Centre's provided bins, located outside the building. The hirer must take any excess rubbish that does not otherwise fit in the bins provided. Failure to do so will result in the Centre issuing an invoice for the removal of excess rubbish to the hirer.
25. Persons under the age of 18 years must not be served, supplied or sold liquor. To do so is an offence under the Liquor Act 2007 and subject to a penalty/fine.
26. Any breach of the terms and conditions entitles the Centre to terminate the agreement and to require the immediate vacating of the Facility.
27. The Centre reserves the right to terminate a hire agreement as a result of inappropriate, intimidating and/or threatening behaviour from a hirer or their guest(s) towards the Centre's employees, other hirers and/or members of the general public.
28. The Centre shall be entitled to recover from the Hirer the cost of remedying or rectifying any breach of the agreement including legal and court costs of such recovery.
29. The Centre reserves the right to periodically update these Terms and Conditions of Use. Changes will be communicated to hirers and hire agreements updated as required.
30. The hirer may contact the Centres management on 08 9756 3022 between 10am to 5pm Monday to Friday, or via email to nannupcrc@nannuptc.org.au