

Coolaburoo Neighbourhood Centre Inc

**Meeting Room Available for Community
Groups**

**TERMS AND
CONDITIONS
FOR THE HIRE OF
MEETING ROOM No3
Between 8 am – 6 pm**

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TERMS

Coolaburoo Neighbourhood Centre Inc offers the Centre's Meeting Room No3 for community use. We offer a close to transport, clean and affordable room. Please ensure that the conditions of hiring the room are followed. If any of the following conditions of hiring are breached, it could cause immediate cancellation of hire.

The hirer must:

- Room hirers must be a community group or organisation (non-profit)
- Be over 18 years of age to book the facility and sign the Application Form
- Understand that no booking is confirmed until full payment has been made and a confirmation received
- State precisely the type of activity to take place in the facility
- State the number of people attending the activity
- Under no circumstances enter any area other than the section hired. Any additional time will be charged to the hirer
- Notify police immediately if there is any threat of trouble
- Report any accidents or near accidents to Coolaburoo
- If a key has been allocated to you, key must be return to Coolaburoo as soon as possible
- Ensure the room is clean
- All windows and doors are locked when leaving the room
- Furniture can NOT be removed out of the room
- Ensure that all furniture is back where you found it
- Ensure the group participants do not smoke in the buildings and surrounding areas. All Council buildings are smoke free zones
- If official hirer is absent, please arrange a person to assume responsibility on behalf of the hirer
- Ensure all appliances, air conditioning, lights and fans are turned off when leaving the premises
- Please report any appliances that are not working
- No pets or animals are to be on the premises
- All cancellations are to be made to Coolaburoo at least 2 days before the event or meeting
- Coolaburoo Neighbourhood Centre Inc is an Alcohol and Drug free area
- An additional charge will be incurred if room is not left clean and furniture as not as you found it.

CLEANING

The room must be left clean and ready for the next user. The hirer must:

- All spills are to be mopped with warm water only
- Carpet and floor must be clean
- Wipe down all zinc, benches, tables, chairs and fridge if needed
- Dispose of rubbish correctly into outside bin before leaving
- Rubbish is not to be dumped on the ground near the bins. Recycle if possible
- Clean, sweep and mop toilets and kitchen floors if necessary
- Safely stack and return all tables and chairs to the room. All furniture should be accounted for
- Ensure that the outside area, including the car park is free of litter
- Ensure any excess waste is taken away and disposed of appropriately
- Report to Coolaburoo Neighbourhood Centre reception if the room was not found in a clean and tidy state
- Ensure that no food or drink is left on the premises (especially in the refrigerator).

CENTRE'S KITCHEN

- If coffee and tea is offered please use kitchenette in the room
- Ensure that kitchenette is left clean and tidy when you leave
- If your activity needs to use the main kitchen arrangements need to be made with the centre's Manager
- Main kitchen must be left clean
- Dispose of rubbish correctly into outside bin before leaving
- All floor spills are to be mopped with warm water only
- Wipe down zinc, benches, tables

CENTRE TOILETS

- The Centre offers the usage of the outside toilets for the hirer of Room No3
- Please ensure that toilets are left clean
- Please report any breakages

PARKING

- Parking is limited on Ryan Rd, Ensure that group all participants are aware that at the front of the centre there is a 1 hour parking limit

- Parking is available at the back of Woolworths supermarket for 2 hour free of charge
- There is usually parking on Lock Avenue behind the centre
- Please NOTE that the parking at the back of the centre is for Coolaburoo Neighbourhood Centre staff ONLY

NOISE AND SURROUNDING RESIDENTS

Coolaburoo Neighbourhood Centre Inc is located on council property in a residential zone. Therefore, it is expected that the surrounding residents be respected. The room hirer is responsible for the preservation of good order during and following the hire of the room.

- Vehicles should not obstruct access to driveways or restrict parking in the street
- Hirers must meet the requirement of the Noise Pollution Act

PERSONAL PROPERTY STORAGE

All items brought in by the room hirer must be removed from the premises no later than the time specified on the hiring agreement. Hirers are responsible for the care and control of their own property and personal effects. Loss or damage to such items is not covered by Coolaburoo Neighbourhood Centre Inc insurance policy.

Groups that hire the room on a regular basis can store some resources at Coolaburoo Neighbourhood Centre keeping in mind that all items must be removed at the time specified on the hiring agreement

FEES

- Regular hire of the room – Applications are renewed every 6 months – January to June/ July to December
- Room hire fees are in accordance with group funding and community needs
- Room Hire is paid in advance on a quarterly basis if regular booking or before the one off hire, unless otherwise agreed with Coolaburoo.
- If hirer belongs to an incorporated body then they must comply with Public Liability insurance requirements as noted on the application form. Copy of Certificate of Currency must be attached to application for room hire
- Casual Hire and those from a non-incorporated group must make special arrangements with Coolaburoo Neighbourhood Centre Inc

SPECIAL TERMS

- No game of chance, gambling or any other kind of illegal activities are permitted inside the room or in the outside area of the Council facilities
- Coolaburoo Neighbourhood Centre Inc works under a NO alcohol zone regulations
- Selling of goods is not permitted in the room under Council's regulations
- Coolaburoo Neighbourhood Centre can not supply emergency first aid kits for each of the groups using the room. It is the responsibility of the room hirer to have first aid supplies available at all times.
- Advertising or promoting community materials are not to be left in the room
- The hirer can NOT charge an entry fee
- Coolaburoo Neighbourhood Centre Inc reserves the right to refuse any booking and to cancel a booking already made for whatever reason. With such cancellations, Coolaburoo will refund the hirer any monies paid
- Meeting rooms are hired under the condition that the person(s) whose signature appears on the application form, accepts and agrees to abide by the prescribed terms and conditions.

NO BOOKING IS CONFIRMED UNTIL THE CENTRE APPROVES YOUR APPLICATION

Privacy Statement

You will need to provide personal information to Coolaburoo in respect of this application. Coolaburoo is required under the Privacy & Personal Information Protections Act 1998 (PPIPA) to collect, maintain & use your personal information for the purpose of hiring the room ONLY, in accordance with the Privacy Principles & other relevant requirements of the PPIPA.

Coolaburoo Neighbourhood Centre Inc

WHERE IS COOLABUROO?

11 RYAN ROAD

PADSTOW NSW 2211

MAILING ADDRESS

PO Box 262

PADSTOW NSW 2211

CONTACTS

Ph. (02) 9774 2426

Fax (02) 9774 2948

Email <mailto:cncinc@coolaburoo.org.au>

THE MAP

TRAIN STATION AND PUBLIC PARKING

<http://www.whereis.com/?id=356806D5D8E42E>