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LAIDLEY COMMUNITY CENTRE
APPLICATION TO HIRE
ROOM & EQUIPMENT HIRE AGREEMENT – 2020
Terms and Conditions
Hire Rates current until 31st December 2020
Inclusive of GST

Date:

Agreement between: The Laidley Community Centre Inc. and

Of

Contact Person:

Ph:

Email:

Day(s) Required:

Time(s):

IN:

OUT:

Total Cost:

Additional Requirements:

Public Liability: All groups must have their own Public Liability Cover. A copy of the relevant document is to be provided before the agreement is signed off by both parties.

Before accessing the Room

1. Provide a Certificate of Currency of Public Liability Cover to LCC.
2. Groups accessing rooms at weekends must collect keys on the Friday prior to the weekend before 2.30pm or, if collecting keys after hours, by using the key lock boxes mounted to the building.
3. Pay the room hire fee promptly upon invoice, or as per other mutually agreed arrangements.
4. If a regular booking, fees must be paid **1 month in advance, if a one off booking then on receipt of an invoice.**
5. Alert LCC if there are any changes to the arrangement by email or in writing.
6. Pay the full room hire fee if a cancellation is made **within 24 hours** of the scheduled hire, notification by email or in writing.
7. Pay 50% of the room hire fee if a cancellation is made **between 24 and 72 hours** of the scheduled hire, notification by email or in writing.
8. Management reserve the right to cancel or vary the room hire agreement at any time. Any amendments in the room hire agreement will be notified to all room hire users by email or in writing within 14 days of approval.
9. Minimum timeframe for "regular" bookings (this could be a regular weekly/fortnightly booking) can only be set for a 3 month period then a new re-booking is required. This may be done by email or in writing.
10. An induction will be conducted which includes Fire Exits, site walk, duress policy by LCC. It is the Facilitator's responsibility to record the names of their participants in case of Fire. This information should only be passed onto the Chief Fire Warden in case of Fire/Fire Drill.

11. Smoking is prohibited within the Community Centre. No alcohol or drugs are permitted on the premises.
12. Room hire fees may be varied or waived at any time at the discretion of the Manager.
13. Confirmation of a booking shall occur only upon receipt of a completed "Application to Hire" form and evidence of appropriate Certificate of Currency of Public Liability Cover.

When accessing the Room

1. Due to limited parking facilities, parking at the Centre premises are for Staff only. Facilitators and Participants are to park in the street. Participants possessing a disability sticker may park on premises (one bay available) when available.
2. **LCC does not** supply tea, coffee, milk or sugar. It is the responsibility of the facilitator to bring their own consumables. All cups, plates etc. are to be washed, dried with paper towels and replaced in cupboards. All benches/tables wiped down clean.
3. **Food or drinks are not to be consumed while using the computers.**
4. Computers are the property of LCC and should not be removed or disconnected.
5. Only whiteboard markers are to be used on the whiteboard. The whiteboard is to be left clean. There is no use of sticky tape or blue tack for posters on whiteboard.
6. The use of blu tack for walls must be discussed with admin prior to use.
7. Keep noise to a minimum.

When exiting the Room

1. Ensure that all rubbish has been disposed of in the rubbish bin or in the wheelie bins.
2. Leave the room as you found it, clean and tidy.
3. Turn off the hot water (Zip Boil, conference room only), fans and air-conditioner.
4. Close and lock windows and doors.
5. Take responsibility for all rooms and equipment used; alert LCC of **ANY DAMAGES** to the building, equipment, or surrounding property within 24 hours (if after hours) or immediately during business hours.
6. Promptly return the key to LCC (between the hours 9am to 2.30pm, or if using outside Centre hours by placing it in the key lock boxes mounted to building)
7. Pay call-out fee of **\$40** where keys are not collected by 2.30pm or returned within 24 hours of their scheduled return time.

All bookings are subject to availability and approval when this form is completed in full and submitted to LCC.

Keys for after-hours access need to be collected from LCC reception before 2:30pm and returned at 9am the next working day or from the locked key boxes attached to the building. Password will be provided by admin before your room booking day.

 Authorised signatory
 On behalf of

 Date

 Manager / Representative
 LCC

 Date

OFFICE USE ONLY:		COMMENTS:
TOTAL HOUR COST		
TOTAL DAY COST		
PUBLIC LIABILITY SUPPLIED	YES <input type="checkbox"/> NO <input type="checkbox"/>	Expiry Date:
ROOM TO BE HIRED		