



Laidley Community Centre Inc.

13 Mary Street, Laidley, Qld 4341 | Ph: 07 5465 1889

info@laidleycc.org.au | www.laidleycc.org.au | www.facebook.com/laidleycc

ROOM HIRE INFORMATION SHEET

Thankyou for your interest in hiring a venue at LCC. The following is a guide which details the process from initial contact through to invoicing. It is designed to give you an understanding of the requirements and save any confusion as we enter into a formal agreement.

- You are welcome to approach LCC at any point regarding venue hire but we will not enter into any formal agreement until you have confirmed your current Public Liability Insurance details, hire date(s) and accurate attendee numbers.
- For not-for-profit groups we can ask the board to consider waiving the hire fee of up to \$80 per week (eg. one day a week) on a trial basis until they are established, or for as long as is decided by the board. This is on the condition that the hirer understand that if paying clients book the room for the same time, unfortunately we need to give them priority. We rely heavily on room hire to supplement our funding and therefore run our charity services for people in need.
- Room bookings are not considered final and binding until you receive confirmation from LCC that this is the case. Please confirm with LCC and do not assume that because you have **requested** room hire that it is automatically approved.
- Any new visitor onsite will require a site induction which will be carried out before you are able to commence your room hire. Please arrive 5 minutes earlier to accommodate this – and advise any new attendees of this procedure to ensure we have sufficient time to complete it.
- If cancelling a booking, we ask for a minimum of 48 hours' notice to enable us to rebook the space where possible. If you give less than 24 hours' notice of cancellation, LCC reserves the right to charge the full hire fee.
- Parking is not provided onsite at 13 Mary St due to the limited spaces available and the number of staff who attend. Please only park on the opposite side of the road as ample parking is available there either side of the bus stop.
- Please leave all desks and surfaces tidy and clean up any mess including floor spills. Cleaning products and tools are available if required, please ask reception if needed. During COVID19 restrictions, some additional requirements may be required, please take note if you are advised of these.
- On departure we require all fans, air conditioners or other electrical appliances you used be switched off, close all windows and doors and, if exiting after hours (only available by prior arrangement), ensure the entry doors are locked after you exit.
- To keep costs down (we have not increased our room hire rates since 2016), we ask hirers to take away any rubbish and put it in the red wheelie bin onsite – or if recyclable, into the yellow bin.
- It is your responsibility to ensure keys are returned to LCC or left in the designated lockbox on-premises. Lost keys will incur a replacement fee or forfeiture of your key deposit – depending on your agreement terms.



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- Please advise reception or info@laidleycc.org.au if you notice any damage to the venue or if the area has not been cleaned effectively prior to your use. We value this feedback so we can ensure a satisfactory environment to all hirers.
- Room availability and rates are subject to change, sometimes at short notice. LCC will always make every effort to ensure a room/area of similar size/configuration is available but sometimes this will not be possible.
- Onsite storage of equipment, especially valuable items like electronics is not possible except in exceptional circumstances but must be discussed with the manager prior. Also, no signage or other advertising of your service is to be posted inside or outside rooms. We are happy to display your program information via flyer(s) in our noticeboard opposite reception.