

Community Room Hire Terms and Conditions

Bendigo Community Health Services (BCHS) grants the hire of the Community Room space subject to the following conditions:

Booking, Confirmation and Payment

1. The Community Room is available to community groups and the community for connection, health, wellbeing and educational activities.
2. The Community Room space is not available for private family functions or parties.
3. Provisional bookings may be made over the telephone or by email but will not be confirmed until a complete *Community Room Hire Booking Form*, is submitted. The form must be submitted within seven (7) days of the reservation being made.
4. Set-up and pack-up times need to be included in the booking time.
5. Hire fees shall be in accordance with the room hire fees detailed in the *Community Room Hire Booking Form*.
6. An invoice will be mailed to the hirer with the booking confirmation. Payment must be made prior to room hire and usage. Overdue invoices of more than 30 days will result in the suspension of all future bookings until payment is received.
7. The hirer nominated on the *Community Room Hire Booking Form* is responsible for notifying BCHS if the identity of the hirer and/or contact person changes.
8. Hire of the Community Room in any particular year does not imply the right to further use in subsequent years.
9. BCHS will consider waiving of fees for situations of financial hardship.

Cancellation Fees

10. If a booking is cancelled more than 30 days prior to the meeting date there will be no charge to the hirer. Any cancellation within 24 hours prior to the date of hire will result in a cancellation charge of 50% of the fee being levied. Failure to notify cancellation will result in the full fee being charged.

Liability Of Hirer

11. Hirers may require Public Liability Insurance if activities are deemed a risk to BCHS' staff and clients and/or BCHS' assets. A copy of the Certificate of Currency should accompany the *Community Room Hire Booking Form*.
12. Hirers are responsible for insurance for their staff or voluntary workers and for all insurance coverage on goods and services they cause to be brought into the building. No responsibility will be borne by BCHS for any goods and services owned by the hirer.
13. It is the responsibility of the hirer to instruct participants at the commencement of their meeting/event/gathering on the direction to evacuation points and emergency assembly point. Instruction sheets will be available in the Community Room space.
14. The hirer shall at all times indemnify BCHS from and against the loss of or damage to the building, any property owned or possessed by BCHS and situated therein, and any person on the premises, from whatever cause the same may arise during the period of hire.
15. The hirer using BCHS' facilities is responsible for ensuring their participants are aware that they are responsible for any information/services they provide, not BCHS.
16. The hirer accepts financial responsibility for any damage caused to the building or equipment beyond normal wear. The person nominated in the *Community Room Hire Booking Form* is responsible for any charges incurred by the group.
17. The floors, walls, or any other part of the building or any fittings or furniture shall not be broken, pierced by nails or screws or in any other way damaged.
18. Hirers under the age of 18 years must have the *Community Room Hire Booking Form* completed by an adult who will be supervising the meeting/ event/ gathering.

19. No person shall smoke any tobacco product in any part of the building or any part of the meeting rooms. Smoking is not permitted within 5 metres of an entrance or air intake to the building and ashtrays are not permitted near doors or air intake.
20. Any electrical equipment brought into the Community Room by the hirer must be in good working order and fit for purpose.

Use of Facilities

21. Casual users failing to correctly disclose the exact nature of the function or proposed use of the facility on the hire form will result in the loss of this or any future booking of the Community Room space.
22. Room hire includes kitchen and toilet facilities, as well as tables, chairs and audiovisual equipment (the hirer to provide their own laptop). Crockery, glassware and cutlery are also provided for use. The Community room is self-catering and hirers are to provide their own supplies.
23. Rooms must be left clean and tidy. Furniture and equipment is to be returned to where they were found. Crockery must be washed, dried and returned to the storage cupboard. Rubbish is to be deposited in the bins provided and perishables removed from the fridge. The floors must be swept if required. Any cost incurred by the BCHS in cleaning the premises shall be recoverable from the hirer.
24. The hirer is responsible for the room setting they require, provided that they are arranged in conformity with Public Health Regulations. BCHS' staff will not set up furniture.
25. Operation of audiovisual equipment is the responsibility of the hirer. Instruction sheets for all audiovisual equipment will be available in the Community Room space.
26. The room hire fee does not include technical support, reception services or photocopying.

Out of Hours Procedures and Access

27. For bookings starting within normal hours of operation for BCHS and ending after hours hirers can exit from the Seymour Street entrance. Hirers will only be able to exit the building after hours and will not be able to gain entry to the main building after hours without an access code.
28. Internal and external doors will automatically lock to 'exit only' at closing time. This allows for exit only and no entry to the building after closing.
29. For bookings requiring entry to the building outside of normal hours of operation for BCHS, an access code will be provided for use. This code will deactivate the security system on entry and activate the security system on exit.
30. For bookings requiring a BCHS' staff member to attend the site in case of an emergency, hirers will be charged an out of hours on-call fee of \$185 for a weekday or \$210 for a weekend or public holiday. For any after hours situations requiring emergency services, the hirer should call 000 immediately and also call the BCHS after hours number of 0429 584 082.
31. Heating and cooling can be turned on via the panel located on the wall in the Community Room. Press the button to activate heating and cooling for 2 hours duration. Press the button again if using the room for longer periods of time.