

## ROOM HIRE POLICY

### Hire Rates

Room	Capacity	Community/NFP	Commercial Rate
Hall	50-100	\$35 p/h	\$45 p/h
Willow	15-20	\$25 p/h	\$35 p/h
Oak & Maple	15-20	\$25 p/h	\$35 p/h
Pine	8-10	\$20 p/h	\$30 p/h
Wattle	8-10	\$20 p/h	\$30 p/h
<b>Public Liability Insurance</b>		\$25.00	n/a
<b>Key Bond (max 2 keys)</b>		\$50.00	\$50.00
<b>Optional extras</b>			
Kitchen (add on to room booking)		\$15 p/h	\$20 p/h
Projector & Screen*		\$10.00	\$15.00
PA System*		\$10.00	\$15.00

\*Items may not be available outside office hours.

Fees are reviewed annually and may be adjusted in line with CPI, with a minimum of 1 months' notice provided.

For full information on each room [click here](#) or visit our website.

### Payment, Deposits and Cancellations

#### Payment of Fees

- Room hire fees must be paid in full at least 7 days prior to the hire date.
- Ongoing hires will be invoiced on a term basis (4 times per year) in advance.

#### Deposits

- A 25% deposit is required to secure your booking, with the remaining balance due at least 7 days prior to the hire date.
- Bookings may also be paid in full at the time of booking.
- Bookings are only confirmed once full payment has been received.

#### Cancellations

Notice	
At least 1 week prior	Refund less 10% Administration fee.
1-7 days prior	Deposit forfeited or 25% administration fee if payment has already been made in full. No credits available.
On the day or non-attendance	No refund or credit available.

## **Public Liability Insurance (Compulsory)**

- 1. All hirers must hold Public Liability Insurance** with a minimum cover of \$20,000,000. A valid Certificate of Currency must be provided at the time of booking and must clearly specify:

- Coverage for the activity being undertaken; and
- Be current for the dates of the hire

Commercial Hires or hirers conducting paid activities (including charging fees or generating income) must provide their own insurance.

- 2. Insurance purchased through Mackie Rd NH**

Community/NFP or private hirers without insurance may purchase Public Liability Insurance through Mackie Rd NH, subject to the following conditions:

- Coverage is limited to passive, low-risk activities (e.g. meetings, educational sessions, social groups, cultural gatherings).
- Coverage excludes sporting activities and child minding.
- A maximum of 52 individual hire days per calendar year applies.
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Insurance is not available where:

- The hire exceeds five (5) consecutive days; or
- The hire forms part of a festival or event.

Higher-risk activities require the hirer to obtain appropriate event or short-term insurance independently.

- 3. Public Liability Insurance** provides indemnity to the hirer for legal liability arising from negligence, including:

- Personal injury or death; and
- Loss of or damage to property.

Indemnity applies only to the hirer named on the booking form for the duration of the hire.

The hirer is responsible for ensuring that any performers, contractors, or third parties hold their own appropriate insurance.

- 4. Hirer Responsibilities and Liability**

The hirer is responsible for all use of the premises during the hire period and must:

- Only use or access the rooms listed on booking form
- Access to kitchen is only permitted if included in booking (tea & coffee facilities are available in the e-café if required).
- Ensure all activities during the hire period are appropriately supervised
- Any children accompanying hirers must be confined to the hired area and always be supervised by an adult.
- Follow any usage instructions provided
- Follow all safety and evacuation procedures

### **Booking Confirmation**

Bookings are not guaranteed until:

1. Room Hire Policy signed
2. Booking Form completed
3. Payment made in full

### **Hire Hours and Noise Responsibility**

Room hire, subject to availability, is during the following times:

Monday-Friday	8.00am – 10pm
Saturday	8.00am – 10pm
Sunday	9.00am – 10pm

The hirer is solely responsible for any claim by any person of excessive noise, loud music, disturbance or nuisance by people attending the function for which the venue is hired.

### **Access Instructions & Key Collection**

Once the booking is confirmed, the hire signatory is required to **attend in person** no later than 48 hours prior to the booking to collect the key and receive access instructions.

### **Return of Keys**

Keys must be returned in person, within 48hrs of conclusion of hire.

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## **General Conditions**

### **Cleaning**

The hirer must return the premises to its original condition.

This includes:

- Cleaning and returning all tables and chairs to their original positions.
- Sweeping, vacuuming, and mopping floors as required.
- Cleaning all kitchen facilities used, including dishes, benches, and appliances.
- Removing and disposing of all rubbish.

### **Heating & Cooling**

The Hirer is responsible for ensuring all heating & cooling units are turned off before exiting the building

### **Smoking & Alcohol**

Smoking & Alcohol is not permitted inside the building or within 10m of any entrance.

The Hirer is responsible for ensuring their group/participants are aware of this policy.

### **Security & Exiting Building**

The hirer is responsible for ensuring the security of the building during and at the conclusion of the hire period. This includes:

- Closing and securing all windows and doors
- Activating the alarm system

### **Acknowledgement of Terms & Conditions**

I, the hirer, agree to the above fees and will abide by the terms and conditions outlined in this document.

I acknowledge that the Hire Agreement will be terminated immediately if the Hirer fails to comply with these Terms and Conditions.

<b>Name</b>	
<b>Sign</b>	
<b>Date</b>	