

Private Function Room Hire Policy

Hire rates and bonds are listed below. All private functions are subject to a minimum hourly rate,

Hire Rates (includes kitchen access)	Capacity	Cost	Additional hours
Hall	50-100	\$180.00 (3hrs)	\$45 p/h
Willow	15-20	\$110.00 (2hrs)	\$35 p/h
Oak & Maple	15-20	\$110.00 (2hrs)	\$35 p/h
Cleaning Fee		\$50.00	
Public Liability Insurance		\$25.00	
Bonds			
Hire Bond		\$200.00	
Key Bond		\$100.00	

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

Hire Hours

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

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

Fees, Bonds, Deposits and Cancellations

Booking Confirmation

Bookings are not confirmed until all the following requirements have been completed:

- Signed Room Hire Policy received
- Completed Booking Form submitted
- Full payment received

Payment

- All room hire fees and bonds must be paid in full no later than 14 days prior to the hire date.
- A non-refundable deposit of 50% is required to secure a booking
- Bookings may alternatively be paid in full at the time of booking.
- Access to the venue will not be provided until full payment has been received.

Hire Bond

The hire bond will be refunded following inspection of the venue, provided the hired room(s), kitchen, toilets, and surrounding areas are left clean, undamaged, and returned to their original condition. Where cleaning, repairs, damage rectification, or additional maintenance is required following the hire period, part or all of the bond may be retained.

Key Bond & Collection

For bookings occurring outside of office hours, a key and access card will be issued to the hirer.

A refundable deposit of \$100 will be held until both the key and access card are returned. These items must be returned within two (2) business days following the hire period. For hires conducted during school holiday periods, keys and access cards must be returned within two (2) business days of the office reopening for the school term.

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

Cancellations

Notice	
At least 14 days prior	Room hire fee - 50% will be refunded. Hire bond - non-refundable. Key bond - refunded
Less than 14 days	No refund
Forfeited hire charges and bonds cannot be used as credits for future bookings.	

General Conditions

Cleaning

The hirer is responsible for returning the premises to its original condition at the conclusion of the hire period. 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, sinks, and appliances
- Removing and disposing of all rubbish, including food waste, bottles, decorations, and personal items

Heating & Cooling

The hirer is responsible for ensuring all heating and cooling units are turned off before exiting the building.

Smoking & Alcohol

Smoking and the consumption of alcohol are not permitted inside the building or within 10 metres of any entrance. The hirer is responsible for ensuring all attendees, participants, and guests are aware of and comply with this requirement.

Security

At the conclusion of the hire period, the hirer is responsible for ensuring that:

- All windows are closed and doors securely locked
- All lights, appliances, and equipment are switched off
- The security system is activated upon departure

Hirer Responsibilities

The hirer is responsible for the use of the premises for the duration of the hire period and must ensure that:

- Only the rooms and areas specified on the approved Booking Form are accessed and used.
- All activities conducted during the hire period are appropriately supervised at all times.
- Any children accompanying the hirer or attendees remain within the hired area and are supervised by a responsible adult at all times.
- All usage instructions provided by staff are followed
- All safety requirements, emergency procedures, and evacuation directions are complied with

Public Liability Insurance

All hirers are required to hold current Public Liability Insurance of \$20 million for the duration of the hire period.

Public Liability Insurance may be purchased through Mackie Rd Neighbourhood House, subject to the following conditions:

- Coverage is limited to passive, low-risk activities, including meetings, educational sessions, social groups, family occasions, and cultural gatherings
- Coverage does not extend to sporting activities, fitness classes, or child-minding services

Insurance through Mackie Rd Neighbourhood House is not available where:

- The hire exceeds five (5) consecutive days; or
- The hire forms part of a festival, public event, or large-scale gathering

Where activities are deemed higher risk, the hirer is responsible for obtaining appropriate event or short-term Public Liability Insurance independently.

External Entertainers, Equipment, and Caterers

The hirer is responsible for ensuring that all performers, contractors, caterers, equipment providers, and other third parties engaged as part of the hire hold their own appropriate insurance coverage.

Such parties are not covered under any insurance policy purchased by the hirer through Mackie Rd Neighbourhood House.

Scope of Indemnity

Public Liability Insurance provides indemnity to the hirer for legal liability arising from negligent acts or omissions that result in:

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

Indemnity applies only to the hirer named on the Booking Form and only for the approved hire period.

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.

Name	
Sign	
Date	