

# VENUE HIRE APPLICATION FORM



111 Targo Street, Bundaberg Qld 4670  
 Phone: (07) 4153 1614  
 For afterhours enquiries: 0466 269 159  
 Email: [info@bundync.org.au](mailto:info@bundync.org.au)

Name/Organisation requesting room hire: \_\_\_\_\_

Purpose: \_\_\_\_\_

Type of Organisation: *For Profit / Not For Profit (please circle)* ABN: \_\_\_\_\_  
**NB: You will be charged For Profit price if you do not indicate that you are Not For Profit.**

Please tick your room and equipment requirements below:  
**NB: When selecting a room and/or making a booking, please advise if lift access will be required.**

- | <u>Downstairs</u>  | <u>Upstairs</u>                                       | <u>Equipment/Refreshments</u>  |
|--|---|--|
| <input type="checkbox"/> South Room (8.5m x 5m)                      | <input type="checkbox"/> Interview Room (5m x 2.5m)   | <input type="checkbox"/> TV incl. HDMI cable                                       |
| <input type="checkbox"/> North Room (8.5m x 5m)                      | <input type="checkbox"/> Conference Room (6m x 4m)    | <input type="checkbox"/> Laptop  |
| <input type="checkbox"/> Main Room (8.5m x 10.5m)                    | <input type="checkbox"/> Multi-Purpose Room (6m x 3m) | <input type="checkbox"/> Whiteboard  |
| <input type="checkbox"/> Reception Office /<br>NILs Office (5m x 3m) | <input type="checkbox"/> Kitchen (7m x 4m)            | <input type="checkbox"/> Lectern   |
| <input type="checkbox"/> Outdoor Area / Playground                   |   | <input type="checkbox"/> Tea/Coffee<br><input type="checkbox"/> 10 people and over |

Date                      Day of week                      Duration

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_ am/pm                      \_\_\_\_\_ am/pm

**Frequency**       Single Use       Weekly       Fortnightly       Monthly  
*If your booking requires several dates, please provide these details on a separate sheet or in the email returning this form.*

*If you have promotional material relating to this booking to share on facebook, website and/or email, please email to [info@bundync.org.au](mailto:info@bundync.org.au).*

**IN THE INSTANCE OF CANCELLATION, A MINIMUM OF THREE (3) WORKING DAYS NOTICE IS REQUIRED, OR PAYMENT IN FULL OF THE AGREED HIRE CHARGE WILL APPLY.**

Booking Person's Details:	Billing Details (if different to Booking Person's Details):
Name:	
Address:	
Contact Number:	
Email:	

**Please ensure you sign the back page of this document to confirm your booking details and you agree with the conditions of use for hire.**

## **CONDITIONS OF USE FOR VENUE HIRE**

Room hire is confirmed by completion of the application form with approval by the Centre Manager or delegate. All longer-term booking approvals are subject to regular review by the Manager. Should a decision by the Manager to terminate tenure be made, one (1) months' notice in writing will be provided to the User. All User Groups are required to renew applications annually to ensure that contact details remain current.

### **KEY COLLECTION / PAYMENT**

Room hire is payable by cash or EFT. Payment by cash can be made on collection of keys between the hours of **9:30am and 3:00pm Monday to Friday unless prior arrangements have been made.** Alternatively, an invoice will be emailed on the day of use unless other arrangements have been made.

For people travelling from out of town or who are unable to collect the key during business hours, we have a key collection box. The relevant key/s will be left in the key collection box and you will be given a code to access the box. This code changes with each booking for security reasons. **It is your responsibility to obtain the key during designated hours or obtain the code for the key collection box.**

The room hire cost includes use of TV including HDMI cable, Laptop, Whiteboard and Lectern. Please advise us of your specific equipment needs on the Venue Hire Application Form. **Tea and coffee etc. incur additional costs.**

In the instance of cancellation, **a minimum of three (3) working days' notice** is required, or payment in full of the agreed hire charge will apply. Exceptional circumstances are determined by the Manager.

### **SET UP / CLEANING / SECURITY**

It is the responsibility of the User Group to set up and pack up their tables and chairs, leaving the room in the condition it was found unless other negotiated arrangements are made at the time of booking.

For after-hours bookings, before leaving the building, please ensure that windows are closed and locked, washing up complete, cutlery and crockery put away, bins emptied, lights and electrical appliances, where appropriate, turned off.

- **Please check all air conditioners are turned off. A fee of \$50 per overnight and \$100 per 24 hours will be charged to the user group if air conditioners are left on.**
- **As the last person to leave, please check all external doors are locked, and that the downstairs front and back doors are locked by key to ensure the handle on the outside does not move.**

**There is a key shute by the front door for your convenience. Please make sure all the above checks are completed BEFORE placing the key in the shute. Any paperwork is required to be left on a table in the room you have just vacated and will be collected by staff the next working day.**

**Lift access will only be available during business hours.** Any bookings for clients requiring lift access after hours will be made in the downstairs rooms.

The kitchen is available for training purposes only and will only be accessible during the booked times. A key will be provided when the building keys are collected in person.

### **WORKPLACE HEALTH AND SAFETY**

#### ***First Aid Kits***

- Fixed First Aid Kit located in the kitchen upstairs (on the wall beside the door)
- Fixed First Aid Kit located downstairs in the dining room (by the kitchen entrance door)
- Mobile First Aid Kit is available from reception.

#### ***Fire Extinguishers***

##### Upstairs

- To the left of the front door entrance
- At back door exit
- Kitchen – between doorways.

##### Downstairs

- At front entrance door
- In hallway opposite north room
- At kitchen entrance door.

**FIRE EMERGENCY EXIT LIGHTS – SIGN ABOVE FRONT & REAR DOORS – upstairs & downstairs**

In the event of a fire, the Emergency Assembly Point is shown by the sign in the garden bed at the front of the building. It is your responsibility to familiarise yourself with evacuation procedures at all entrances to rooms and offices in the building.

***Damage, Accident Or Incident Reporting***

Any damage, accident or incident must be reported to the Manager, staff member or designated person.

**A First Aid incident report form must be completed and signed even if only a Band-Aid is used.**

- FORMS ARE AVAILABLE IN ALL FIRST AID KITS.

***Weekend damage, accident or incidents need to be reported by 12 noon the following Monday.***

An accident or incident may include any of the following examples:

- Physical Injuries; Harassment; Property damage; Intrusion.

***Children***

Children under the age of fifteen years must be always under the supervision of a designated adult. Children are not allowed in the kitchen.

Supervised children must always behave appropriately noting that we are in a residential area.

The cost of any damages caused by children to property will be met by the hirer.

***Smoking / Drugs / Alcohol***

**Smoking** is **NOT** permitted inside the building, on building verandahs or within 5 metres of the building entrances.

No **illegal drugs or utensils** will be brought on to, used on, stored at or disposed of, at the Centre.

No **alcohol** is to be consumed at the Centre.

***Dangerous Materials***

User Groups are responsible for any potential hazards brought onto the premises without written permission of the Manager.

- Examples - Tools, Machinery, Chemicals/Cleaning Agents, Electrical Equipment

**\*\*No candles or other naked flame lighting/cooking equipment is permitted to be used inside the Centre building.**

***Illegal Purposes***

Centre is not to be used for any illegal purposes.

***Damage To Your Personal Property***

You should insure your personal property. The Centre Management does not take responsibility for interference to, or damage to your property.

***Noise***

Noise generated by voice, tape and CD players, TV and all other mechanical means must be maintained at a level which is adequately audible within the confines of the area of the Centre being used, and not contravene Bundaberg Regional Council noise regulations.

**CHANGES TO RULES**

The Bundaberg & District Neighbourhood Centre Management Committee reserves the right to alter or modify these rules, from time to time. Regular User Groups will be informed of any changes in writing.

**We trust that your activity at Bundaberg & District Neighbourhood Centre will be a safe and enjoyable one.**

All booking and billing details are correct.

We have noted and agree to abide by the "Conditions of Use".

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Alternative Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Application accepted: \_\_\_\_\_ Date: \_\_\_\_\_