

# VENUE HIRE PACKAGE 2025

Your guide to professional meeting spaces



Venue Hire Bookings 4153 1614

[info@bundync.org.au](mailto:info@bundync.org.au)



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Venue Hire Application Form

## Venue Hire Package

Thank you for choosing the Bundaberg Neighbourhood Centre as your event/meeting venue.

### Pricing Arrangements

- ❖ All rooms and offices are available for hire on an hourly, two-hourly, half day (4 hours) or full day (8 hours) rate.
- ❖ All rooms are charged at For Profit (FP) or Not For Profit (NFP) rates. If no status is advised on the booking form, you will be charged at For Profit (FP) rate.
- ❖ 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.
- ❖ In the instance of **cancellation**, a minimum 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.
- ❖ Prices are available on request by contacting our office on 4153 1614.

### After Hours Access

- ❖ If your booking commences or ends after hours, you will need to collect a key to enter/exit the building. Key collection time is 9:00am to 3:00pm Monday to Friday.
- ❖ Alternatively, 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.
- ❖ When exiting the building after your event/meeting and all doors are locked, the key is to be placed in the key shute on the right-hand side of the front door. Any paperwork you have completed for the Centre, is to be left on the table in the room you have occupied – it is **not** to be folded and placed in the key shute with the key.

## **Rooms and Equipment Available**

- ❖ We now have wheelchair access to the second floor (during business hours).
- ❖ Rooms available for hire are:

### **Downstairs Meeting Rooms** (wheelchair accessible including bathroom facilities)

- South Room – 8.5m x 5m (capacity 25)
- North Room – 8.5m x 5m (capacity 25)
- Main Room – 10.5m x 8.5m (capacity 60)
- Reception Office / NILS Office – 5m x 3m (capacity 6)

### **Upstairs Rooms** (wheelchair accessible including bathroom facilities during business hours)

- Interview Room – 5m x 2.5m (capacity 6)
- Conference Room – 6m x 4m (capacity 14)
- Multi-Purpose Room – 6m x 3m (capacity 14)
- Kitchen – 7m x 4m (capacity 8)

### **Equipment and Refreshments** available on request

- TV incl HDMI cable
- USB/laptop enabled AV facilities
- Whiteboard
- Lectern
- Urn
- Tea/Coffee facilities (additional cost applies).

The **BNC Playground** is also available for hire by community organisations. The cost of hiring the playground includes access to toys, kitchen and bathroom facilities.

## **Room Layouts**

- ❖ Many different layouts are available from chairs only in theatre and circle layout or with tables and chairs in classroom and U-shape etc. Please let us know what you require, and we will do our best to accommodate you. A diagram is included in this package showing the layout of the Main Downstairs Meeting Room to give you an idea of how you might like to set the room up for your event/meeting.

- ❖ All rooms have access to communal kitchen facilities available in adjacent room. Please note the kitchens are not available for commercial purposes. However the upstairs kitchen can be used for training purposes – please contact us to enquire about hiring the kitchen for training purposes.
- ❖ Bathroom facilities are available upstairs and downstairs.

### **Booking a Room**

- ❖ To make an **enquiry** about the availability of a room, please use the Room Booking Enquiry form on the website
- ❖ To **book** a room, you can:
  - complete the Venue Hire Application Form included in this package (ensuring the last page is signed and returned to [info@bundync.org.au](mailto:info@bundync.org.au) to make your booking), or
  - after viewing this package and photos of rooms and possible layouts you can give us a call on 4153 1614 to check the availability of the room you have chosen. If the room is available, you can print the form out from this package or from the website or a form will be emailed to you.
- ❖ If you wish to **visit** the Centre to have a personal inspection, this can be arranged by contacting the Centre.

### **Checklist for Booking a Room**

- ❖ When you phone/email to make a room booking, please have the following details available:
  - For Profit / Not For Profit status – to assist with determining the price;
  - Accessibility – wheelchair/disability access to second floor is only available during business hours;
  - Date / Time and Duration of booking – to assist with checking availability;
  - Booking requirements i.e. number of attendees, room layout, equipment required – to assist with determining suitable room.
- ❖ If you have any additional requests, please contact the Centre on 4153 1614 or email the Centre at [info@bundync.org.au](mailto:info@bundync.org.au).

## Room Layout Examples



**Downstairs Main Room – fits 20-30 people in this layout**



**Downstairs North Room – U-Shape style, fits 12 people in this layout – tables can be added**



**Downstairs South Room – Theatre style, fits 20 people in this layout**



**Upstairs Conference Room – meeting style, fits 14 people in this layout**



**Upstairs Interview Room – fits 6 people in this layout**



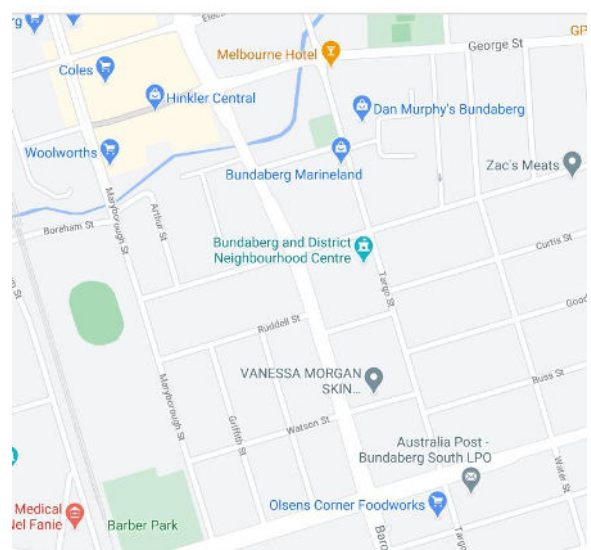
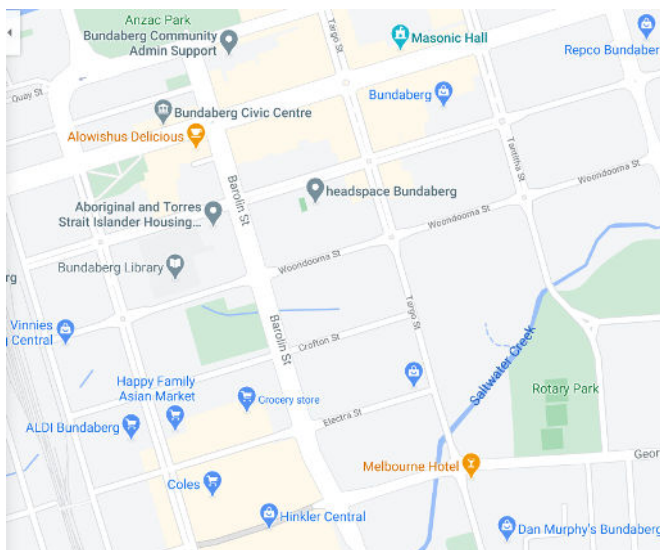
**Upstairs Multi-Purpose Room – fits 12 people in this layout**



**Upstairs Kitchen – fits 8 people**

## Catering Options

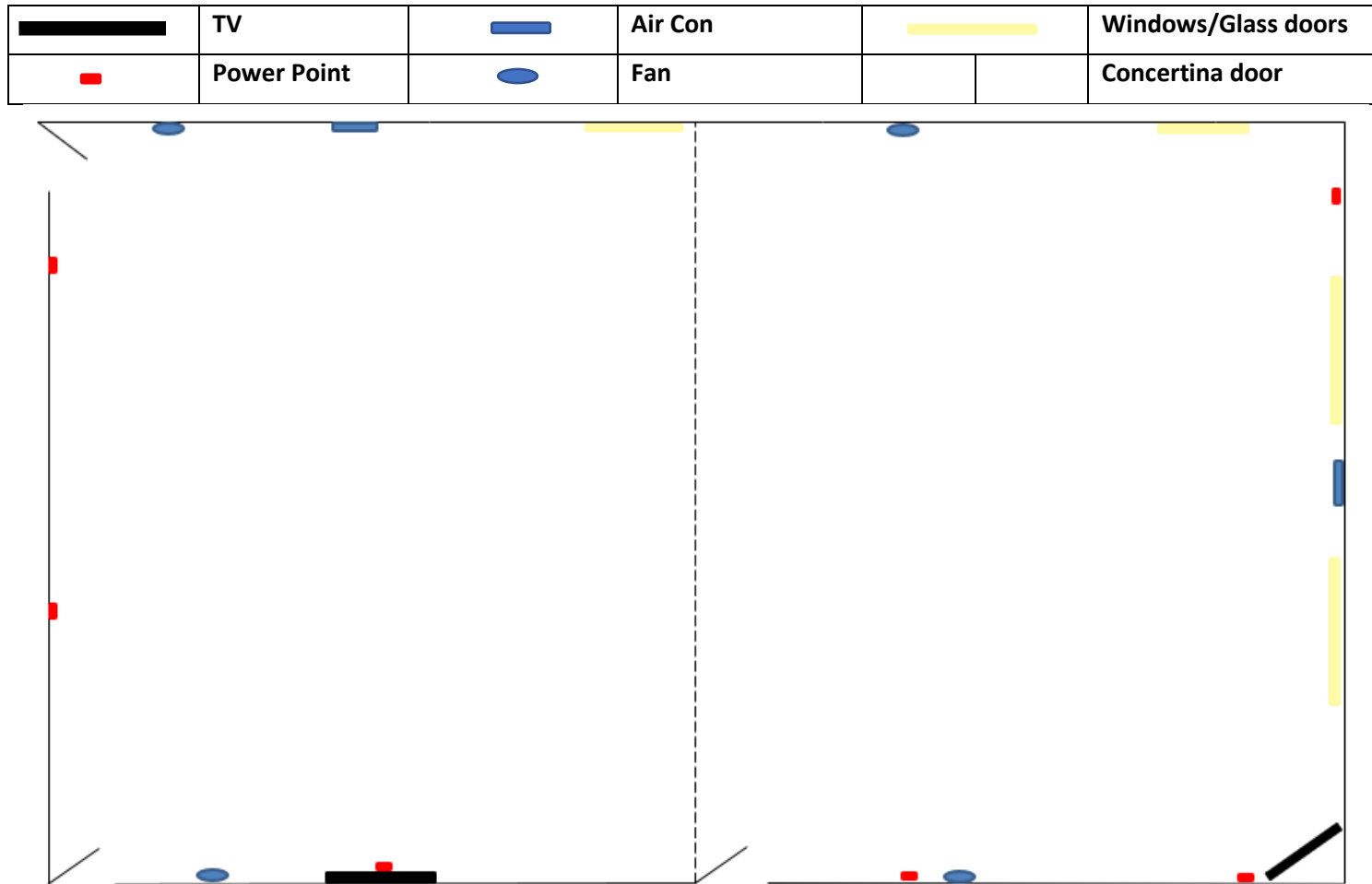
Supplier	Contact Details	Foods available
Alowishus Delicious	174 Bourbong Street, Bundaberg 4154 2233 (Open 7 days)	Breakfast, lunch, morning/afternoon tea platters available
Canteen Corner	1 Commercial St, Bundaberg 4151 3535 (Mon – Fri)	Sandwiches, wraps, fruit platters, cakes, pastries and hot finger food
Subway	Southside Central Shopping Centre <i>(Located at Olsens Corner Foodworks on map)</i> 4151 8922 (Open 7 days)	Subs and wraps
Last Stop Convenience & Catering	1/68 Mount Perry Rd, Bundaberg North 4151 3042 (Open 7 days)	Sandwich platters, hot homemade delights, sweets, salads and cold/hot nibble platters
<b>If you wish to cater for yourself, options available are</b>		
Olsens Corner Foodworks	Southside Central Shopping 56 Walker St, Bundaberg <i>(Located at Olsens Corner Foodworks on map)</i> (Open 7 days)	Subway, café and bakery as well as Foodworks
Hinkler Shopping Centre	16 Maryborough Street, Bundaberg (Open 7 days)	Variety of food shops as well as Coles and Woolworths



## Layout of Whole Room Downstairs

The main room downstairs is 8.5m x 10.5m or each half room is 8.5m x 5m and the rooms are divided by a concertina door. The room contains:

1.8m long tables (14 in total), two types of fabric chairs (60 in total), two whiteboards, a tv in each room with a HDMI cable, a/c and fans, plus several power points placed around the room.



# 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 ensure all attendees can access stairs.**

### Downstairs

- South Room (8.5m x 5m)
- North Room (8.5m x 5m)
- Main Room (10.5m x 8.5m)
- Reception Office / NILS Office (5m x 3m)
- Outdoor Area / Playground

### Upstairs

- Interview Room (5m x 2.5m)
- Conference Room (6m x 4m)
- Multi-Purpose Room (6m x 3m)
- Kitchen (7m x 4m)

### Equipment/Refreshments

- TV incl. HDMI cable
- Laptop
- Whiteboard
- Lectern
- Tea/Coffee
  - 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):

<b>Name:</b>		
<b>Address:</b>		
<b>Contact Number:</b>		
<b>Email:</b>		

**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 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: \_\_\_\_\_