

Hudson Road Family Centre

Room Hire 2019

User Group Name: _____

Community Group/Not for Profit **Corporate/Business**

Contact Person: _____

Contact Phone Number: Work: _____

Mobile: _____

Mailing Address: _____

Email Address: _____

ROOM REQUIRED

Activity Room 1 (seats approx. 50 people)

Activity Room 2 (seats approx. 50 people)

Both Activity Rooms combined (Large Hall)

Kidspace

DAYS & TIMES

(Please include set up and clean up time to ensure bookings are not overlapped)

Monday Time required _____ to _____

Tuesday Time required _____ to _____

Wednesday Time required _____ to _____

Thursday Time required _____ to _____

Friday Time required _____ to _____

Saturday Time required _____ to _____

Sunday Time required _____ to _____

Expected Numbers Attending: _____

DATES REQUIRED Start: ____/____/2019 to Finish: ____/____/2019

Will you be attending during school holidays? YES NO

Do you require locker facilities? YES NO

Does your user group have its own public liability insurance? YES NO

Does your user group have its own contents insurance? YES NO

Terms and Conditions of Room Hire

1. Hire of the Hudson Road Family Centre, entitles you to the exclusive use of:

- the room hired
- the playground or outside space attached to the room hired
- shared use of the attached kitchen

2. The room, kitchen and outside space need to be returned daily to the same standard in which you found them.

- All tables used to be cleaned
- The floors to be vacuumed
- All crockery, glass wear and cutlery are to be washed, dried and put away
- The verandas to be clear of debris
- All rubbish is to be disposed of in the appropriate bin
- The oven to be cleaned of any food residue
- Microwave to wiped out inside after use

Should extra cleaning be required by Centre staff, your group will be charged.

3. Please dispose of all rubbish in outside bins as per the following:

- red bin = general rubbish,
- yellow bin = recyclable waste,
- bright green bin = organic waste

4. The Hudson Road Family Centre reserves the right to impose reimbursement charges, should any of the following occur:

- Air conditioner/heater/fans left on overnight
- Projector left on
- Front or back doors left unlocked or open

Before vacating the building please check if any other persons are in the building. Should you be the last group to leave, please ensure the alarm is activated and doors are locked. Failing to activate the security system will incur a call out fee from Night Guard Security which will be invoiced to your group for payment.

On the opposite wall of the Managers Office is the car park security light. Please press the button if using the building in the late evening. The light will remain on for 3 hours and will turn off automatically.

For the safety and security of patrons whilst using the centre during the evening please lock the front door whilst your group is in progress. Should someone in your group be running late there is a red door bell located on the external foyer wall on the left at the front door.

5. Please provide two weeks' notice of any cancellations to avoid charges of room hire.

I have read and accept the above conditions.

Name:

Signed: _____

Date:

ROOM HIRE FEE STRUCTURE

The Centre offers room hire in Activity Room 1, Activity Room 2 and Kidspace. Room hire operates under a 2 tier fee structure, being:

- 1) Community – these are individuals and groups that offer a community service with no purpose for generating a profit
- 2) Corporate/Business/For profit – these are individuals and groups who operate with the purpose of making a profit, including business and government

The Centre Manager is responsible for all operational finances. Any issues or queries regarding payment of room hire or which fee structure applies should be discussed with the Centre Manager.

PLEASE NOTE AS OF 1 JULY THERE WILL BE A ROOM HIRE INCREASE

ROOM HIRE FEES

Community Groups/Not for profit \$16 per hour/per room

Corporate/Business \$32 per hour/per room

Corporate/Business Half & Full Day Rates:

Hire Rates for **1 room** \$125.00 - Half day (4 hours)
 \$200.00 - Full day (8 hours)

Hire Rates for **2 rooms** \$225.00 - Half day (4 hours)
 \$350.00 - Full day (8 hours)

Corporate/Business Rates; for additional room hire the rate will be calculated at the hourly rate.
Example: if you require one room for 5 hours, this would equal the half day rate of \$125 plus \$32 for the extra hour which would equal a total of \$157.00

Room hire includes: White board, kitchen facilities, tables, chairs, data projector, DVD player and TV.

Please note room hire fees are based upon financial years with State CPI increases applicable at the commencement of each new financial year.