

NEWTOWN NEIGHBOURHOOD CENTRE

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Room Hire Terms and Conditions

Last updated 24/3/16

Introduction

We hope you enjoy your time at Newtown Neighbourhood Centre.

To make our service work for everyone, we have outlined some conditions of use below.

To help us improve the service please don't hesitate to provide feedback.

As a community organisation we use the funds raised from room hire to fund community services. Therefore please let others in your network know about us and encourage them to use us!

Bookings

Booking Details

You must provide your name, phone number and email address to make a booking. These will be used to contact you in relation to your booking and send you invoices. They will also appear on the public booking calendar in order for attendees to contact you directly about your booking.

Booking Period

The time you book the room includes set up before your meeting and clean up afterwards. Just as you would expect the room to be empty of people, neat and tidy at the time of your booking, please do the same for the people after you.

Nobody is to be in the building after 12 midnight.

Insurance

All groups must have current public liability insurance (at least \$10,000,000) and you will need to send us a Certificate of Currency.

If you do not receive a certificate of currency before your booking, you will be covered (where eligible) under our insurance at \$25/day for events where the bond is \$30, and \$50/day where the bond is \$400.

Refusal

Newtown Neighbourhood Centre reserves the right to refuse any booking.

New bookings will not be accepted where there is an amount owed to NNC.

Repeated no shows may result in bookings being cancelled or refused.

Rooms and Equipment

Rooms

The capacity and availability of each room in the Centre is as follows. These figures are the maximum safe capacity for each space and are not to be exceeded.

Room	Capacity	Availability
Main Hall	170 standing 150 seated	6.00am - midnight
Rainbow Room	60 standing 40 seated	6.00am - midnight
Meeting Room	10 seated	6.00am - midnight

Tables and Chairs

Tables and chairs may be moved between rooms, however they are not to be placed in hallways as this poses a safety hazard to other Centre users.

Any equipment owned by NNC that goes missing during/ or as a result of your hire will incur a replacement fee.

Table and chairs must be put back against the walls indicated by signs in each room.

End of Hire

At the end of your booking please refer to the End of Hire Checklist available in each room or on our website at <http://www.newtowncentre.org/room-hire.html>

Payments and Cancellations

Payment for hire including bonds must be made in full at least 24 hours prior to use of the hired space.

Payments can be made by credit card (preferred) or direct deposit (with remittance notice emailed to roomhire@newtowncentre.org)

Room Hire Charges

Room Hire Charges will be published on our website www.newtowncentre.org and may be changed at any time. Bookings paid for in advance will be honoured at the rate published at the time of payment.

Discounts

Discounts are available and are published on our website www.newtowncentre.org

Other Charges

- Electronic key deposit \$20 (fully refundable upon return)
- Bond \$30 for all regular bookings and \$400 for social functions (fully refundable if no out of the ordinary cleaning or repair costs incurred by the Centre)

Cancellations by NNC

From time to time, NNC in its capacity as a neighbourhood centre needs to put on events at short notice. We reserve the right to cancel any booking at short notice and will provide a full refund. This happens infrequently and we will do our best to minimise any inconvenience to you by providing as much notice as possible or moving you into an alternative room if possible.

Cancellations by Hirer

Cancellations with more than one week's notice will incur a 20% administration fee.

Cancellations with less than one week's notice will not be refunded.

Keys

- NNC uses electronic keys that have a \$20 deposit on them. You may request more than one key.
- You must organise a time with the Room Hire Coordinator a week prior to your booking to be shown how to use the electronic key.
- Keys expire on 5 February the following year.
- Keys can be returned or renewed before 5 February for the deposit to be returned.
- The deposit will be forfeited if the key is not returned or renewed.
- Keys are to be returned to the Room Hire Coordinator. At your own risk, you may choose to return the key through the external letter box at 1 Bedford St, Newtown.
- Once the Room Hire Coordinator has the key, the refund can be done in person or over the phone if paid by credit card.

Promotions

Your name, organisation, phone number and email address will automatically be added to the public calendar.

You will be added to the Centre's mailing list to receive information and updates about room hire as well as occasional information about the Centre.

If you wish to have your event promoted by the Centre you will need to provide materials such as facebook, posters, flyers etc to make it easy for the Centre to promote you. All promotions will need to be approved by the Centre before being promoted.

Responsibilities

Do's

You are required to:

- Lockup according to the Lock Up Checklist (available in each room and on our webpage under Room Hire)
- Make yourself aware of the Newtown Neighbourhood Centre Safety protocol (available on our webpage under Room Hire)
- Should there be an accident or injury arising through the hirer's use, the hirer must inform NNC in writing within seven (7) days of the incident. Also please refer to the "Reporting an Incident" form. (available on our webpage under Room Hire)
- Notify all people in attendance of fire exits and evacuation points
- Ensure you are able to make an emergency call
- Maintain good order during the period of your hire
- Only allow people into the Centre you are willing to take responsibility for
- Remove any significant rubbish from the Centre
- Leave all areas you have used clean and tidy including cleaning any spills or marks on the wall. The hall is used for dancing and the floor must not be sticky after you leave.
- Acknowledge that the Centre does not take any responsibility for equipment or other material brought onto the premises belonging to the hirer or any person attending the function.
- Cease all amplified music at 12 midnight on Friday and Saturday nights and 11pm on all other nights.
- Ensure all exits are kept clear and useable without hindrance.
- Promote our Centre positively in all publicity material for your event.
- Make good any damage caused to the building or equipment resulting from your hire.
- Close the front doors once all person/s attending your event/meeting have arrived.

Don'ts

You aren't able to do the following in the Centre:

- Store any equipment in the building (other than in lockers available for hire). We do not accept any responsibility for anything left behind.
- Use or do anything to the building, walls or equipment that will damage it
- Allow your attendees to use emergency exits unless there is an emergency.
- Prop open or obstruct fire doors.
- Use or move fire extinguishers other than in case of fire.
- Do anything that will prejudice or render void NNC's insurance policies.
- Have barbecues, light fires, use fireworks or smoke
- Bring kegs or other bulk alcohol into the building
- Sell alcohol without appropriate approvals and licenses (copies must be given to the Centre) or without a security guard.

- Charge or request donations for film screenings without appropriate approvals and licenses (copies must be given to the Centre)

Legals

Third Party Rights

The room hirer warrants that the activities for which the room is hired do not infringe the rights, including copyright, of any third party.

If Newtown Neighbourhood Centre becomes aware of any potential infringement of a third party's rights deriving from this booking, the booking will be cancelled.

The hirer will indemnify Newtown Neighbourhood Centre Inc. for any claims made by a third party for infringing their rights, including copyright.

Indemnity

The hirer hereby agrees to indemnify and keep indemnified, Newtown Neighbourhood Centre from and against all actions, claims and demands of every kind resulting from any personal injury, loss or damage to any property occurring during the course of the subject event and acknowledges that Newtown Neighbourhood Centre shall be under no responsibility or liability for any personal injury or damage to any property occurring during the course of or as a consequence of the hiring.

The hirer acknowledges that if any of the NNC procedures are breached it will jeopardise my/our access to the NNC facilities in the future.