

ROOM HIRE: APPLICATION FORM and TERMS AND CONDITIONS

(Please print all details on this form and return to Connecting Community Services)

Booking Date/s:		
Booking Time: M-F: 8.30am-5pm, after hours may be available on request	Arrival time:	Departure time:
Name of Organisation/Group:		
Type of Organisation/Group	<input type="checkbox"/> Profit making organisation <input type="checkbox"/> Private individual or group <input type="checkbox"/> Not for profit organisation with external funding <input type="checkbox"/> Government <input type="checkbox"/> Not for profit organisation with no external funding	
Previously Used Venue:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Contact Person:		Position:
Contact Number:		Mob:
Email Address:		
Postal Address:		
ABN Number:		
Public Liability Insurance?	Certificate of Currency Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	
Expected attendance numbers:		
Type of Booking	<input type="checkbox"/> Casual Booking <input type="checkbox"/> Regular Booking	
Name of Room to be booked See page 3 for more detail on room capacity and seating.	<input type="checkbox"/> Conference Room (seats 14 u-shaped tables or 20 theatre style) <input type="checkbox"/> Board Room (seats 9-10) <input type="checkbox"/> Interview Room (Room 2) (Round table seats 4) <input type="checkbox"/> Counselling Room (Room 1) (seats 4: lounge and x2 chairs) <input type="checkbox"/> Junction Room (room holds 10, seats 6-8 around the table)	
Set up style preference (Conference room only):	<input type="checkbox"/> Theatre Style (20 seats, no tables) <input type="checkbox"/> Classroom Style (4 tables with 12 chairs) <input type="checkbox"/> U-shaped (Tables with 14 chairs) <input type="checkbox"/> Hollow square (Tables with 14 chairs)	
Do you wish to hire any additional equipment?*	<input type="checkbox"/> Laptop \$15.00 <input type="checkbox"/> Laser Presenter <input type="checkbox"/> Whiteboard <input type="checkbox"/> Other: <small>*Additional fees may apply. Subject to availability.</small>	
Purpose of Hire		
Please provide any other relevant information	Do you wish to place a catering order?* <input type="checkbox"/> YES <input type="checkbox"/> NO Do you wish to bring in your own catering?* <input type="checkbox"/> YES <input type="checkbox"/> NO Do you require tea and coffee to be supplied?* <input type="checkbox"/> YES <input type="checkbox"/> NO <small>(*see catering section over the page)</small> Other comments/requests:	

I am authorised to request this room hire booking and agree to the Room Hire Terms and Conditions contained within this document. I agree to indemnify The Dubbo Neighbourhood Centre Ltd., trading as Connecting Community Services, its staff, volunteers and Board members from and against any claim arising from any accident, loss, damage or injury to persons or property by reason of anything done or omitted to be done by the hirer, its employees and any persons under its control or responsibility in connection with the usage of Connecting Community Services facilities.

Full Name:		Position:	
Signature:		Date:	

Catering Menu and Order form

Catering is available to be organised by CCS and will be provided by a local catering company. If you wish to order catering, please return this completed Order form with the Room Hire Application form.

Lunch		
Option	Price	Quantity of people (please complete)
MIXED SANDWICHES (GF extra \$2.00)	\$10.50 per person	
WRAPS (GF extra \$2.00)	\$15.00 per person	

** Note we are not able to provide hot food options, however if you wish to bring your own catering, please note below in the self-catering section and an additional charge will be added for supply of tableware and cleaning.*

Available all day			
Option	Per session	Quantity	Time (please complete)
Tea and coffee	\$4.00 per person		<input type="checkbox"/> Breakfast <input type="checkbox"/> Morning tea <input type="checkbox"/> Lunch <input type="checkbox"/> Afternoon
Tea, coffee and biscuits	\$5.50 per person		<input type="checkbox"/> Breakfast <input type="checkbox"/> Morning tea <input type="checkbox"/> Lunch <input type="checkbox"/> Afternoon
Juice Orange / Apple	\$7.50 per 2 litre bottle		<input type="checkbox"/> Breakfast <input type="checkbox"/> Morning tea <input type="checkbox"/> Lunch <input type="checkbox"/> Afternoon
Mixed Muffins	\$7.50 per person		<input type="checkbox"/> Breakfast <input type="checkbox"/> Morning tea <input type="checkbox"/> Lunch <input type="checkbox"/> Afternoon
Cakes and slices	\$7.50 per person		<input type="checkbox"/> Breakfast <input type="checkbox"/> Morning tea <input type="checkbox"/> Lunch <input type="checkbox"/> Afternoon
Fruit platter (summer only)	Price on Application		<input type="checkbox"/> Breakfast <input type="checkbox"/> Morning tea <input type="checkbox"/> Lunch <input type="checkbox"/> Afternoon
Cheese platter	Price on Application		<input type="checkbox"/> Breakfast <input type="checkbox"/> Morning tea <input type="checkbox"/> Lunch <input type="checkbox"/> Afternoon

Self-catering / Where hirer supplies their own catering:

Option	Price	Quantity of people
If you choose to bring in your own catering there will be a cost of \$3.50 per person for plates, cups, cutlery, serviettes and cleaning.	\$3.50 per person, per session	

Times for catering:

Breakfast/Arrival:	Morning tea:
Lunch:	Afternoon:

Additional Catering comments (including any dietary requirements):

We cater for people with ALLERGIES, GLUTEN FREE, VEGETARIAN, VEGAN & COELIAC. (POA)

Rooms for Hire:

Conference Room

Seats approximately 14 (U-shaped) or 20 (theatre style).
 75" smart TV, HDMI input connection to TV

Room size approximately 46m2

Hire Fee:

\$165 Half Day (3-4 hrs) \$260 Full Day (5-8 hrs)
 \$55 per hour (minimum 1 hour, max 2 hours)



Board Room

Seats up to 9-10, Board room table and chairs
 Large TV screen with HDMI input connection to TV

Room size approximately 30m2

Hire Fee:

\$140 Half Day (3-4 hrs) \$200 Full Day (5-8 hrs)
 \$45 per hour (minimum 1 hour, max 2 hours)



Junction Room

Seats 6-8 around the table

Room includes a kitchenette with sink and jug.

Room size approximately 23m2

Hire Fee:

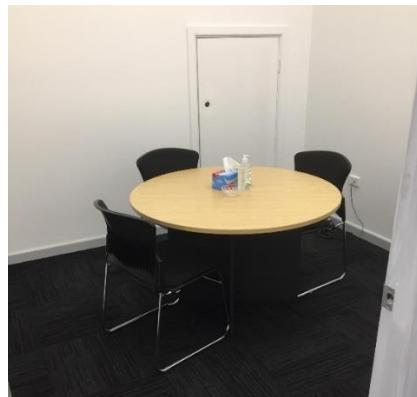
\$125 Half Day (3-4 hrs) \$170 Full Day (5-8 hrs)
 \$40 per hour (minimum 1 hour, max 2 hours)



Interview Room (2)

Seats 3 - 4

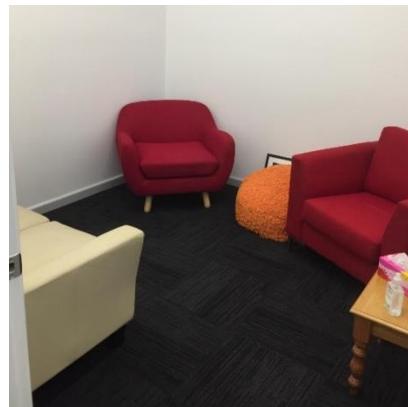
\$35 per hour | \$140 Full Day



Counselling Room (1)

Seats 3 - 4

\$35 per hour | \$140 Full Day



Inclusions		
Water	Wireless Internet	Kitchen use (on request)
Large TV screens (Board room and Conference room only)		Lectern/Whiteboard (Conference Room only)
Additional costs		
Bulk photocopying/printing (in excess of 20 pages) \$0.40 per page		Laptop: \$15.00

Room Hire Terms and Conditions

Operating hours

Connecting Community Services business hours and room hire availability is from 8.30am to 5.00pm Monday to Friday. Consideration for room hire access outside business hours for the Conference Room and Board Room is available by special request.

Booking Procedure

All groups must show evidence of Public Liability Policy held by them and details noted on the "Application for use of Room" form.

All room bookings are to be made through the centre by telephoning 6883 2300 between 8.30am and 5.00pm: Monday to Friday or emailing info@dnc.org.au. A completed room hire application form is to be lodged with CCS and submitted prior to room hire taking place. Application forms are to be signed by the person responsible for payment of fees and any other charges arising from the booking and the observance of these terms and conditions.

Fees, payment terms and refund policy

- Room hire rates for each room and catering options are shown in this document.
- Payment is to be made at time of booking or following receipt of tax invoice, payable at least 7 days before room hire date (unless alternative arrangements agreed).
- Payment may be made by credit card, EFT, or cheque.
- Cancellation with 7 days or less notice will result in full fees being charged - no refund.
- Cancellation with more than 7 days' notice will incur a cancellation fee of 20% of the room hire rate or \$20 if hire rate was less than \$100.

Membership of Dubbo Neighbourhood Centre Ltd.

Being a member of Dubbo Neighbourhood Centre (DNC) does not include room hire, however members are encouraged to book with DNC for their room hire needs to support the centre.

Keys

No unauthorised duplication of keys is permitted. In the event of lost keys, the room hirer will be responsible for associated costs.

Parking

Street parking in Church Street is 2 hour time limited. Off-street parking is located off the laneway behind Church Street (parking spaces limited) or nearby at Bligh Street Parking (by the Macquarie River).

Right of Refusal

Connecting Community Services reserves the right in its absolute discretion to refuse to accept any booking or to cancel any booking already made and the Centre shall not be liable in any way for any loss or damage. If cancellation is initiated by Connecting Community Services at no fault of the hirer, we will refund full fees to the hirer.

Liability

All Hirers must provide a copy of their current Public Liability Policy insurance a copy of the policy is to be attached to the signed room hire agreement. Connecting Community Services (CCS) shall not be responsible for any injury, loss or damage to the person or property of the hirer, or any person in their employ or under their direction or any person attending any function organised by the hirer of the rooms.

Use of Meeting Room

The main functions for the use of these rooms include training, meetings, counselling and office work.

Electrical equipment

No connection to or interference with the electrical installation, lighting, fittings or other equipment will be allowed without permission of CCS. Room hirers are informed that if they bring their own equipment onto the premises, the equipment must abide by any overarching WHS requirements such as tagging.

Objectionable items

Certain items are not welcome on Connecting Community Services premises, namely and as examples, drugs, alcohol, weapons, confetti, chewing gum, fireworks, any other illegal items etc.

Smoking

Connecting Community Services is a smoke free environment and smoking is prohibited on the premises, **especially in the laneway**. Those renting the rooms have the responsibility with CCS staff to ensure your attendees are not smoking in the laneway or near the building for all staff and customer convenience and comfort.

Alcohol

No alcohol consumption is permitted on the premises as a condition of room hire.

Amplified Music and strobe lighting

Amplified music and strobe lighting is not permitted on the premises.

Maintenance of order

The meeting room hirer is responsible for the maintenance of good order during the period of the engagement and he/she will not permit or suffer anything to be done which is disorderly or offensive.

Noise management

Hirers are to be conscious of keeping noise to a minimum.

Damage

Any breakages and/or faulty equipment should be reported immediately to Connecting Community Services staff. Any damages or breakages of furniture, fittings, plants or gardens, kitchen appliances, crockery or other items which have been caused by the user group must be paid for in full by the group. It is expected that all equipment will be returned to its original place and the facilities will be left clean and tidy.

Cleanliness

It is obligated that the hired room will be vacated in a clean and undamaged condition and able to be used immediately if required. At the time of booking, the hirer may point out any current conditions they feel will impede them from meeting this requirement. All goods, equipment and property brought into the Centre by the hirer or any person on his/her behalf must be removed at the end of the hiring period unless special arrangements have been made.

Disputes

In the event of a dispute or difference arising as to the interpretation of the agreement or as to anything therein contained or as to the meaning of any of the terms and conditions, the decision of CCS's Management Committee thereon shall be final and conclusive.

Attendees

CCS suggests the hirer arrange a representative to arrive at the site prior to the function to greet and direct guests. This is not the responsibility of CCS staff.

Acceptance of Conditions

Connecting Community Services rooms are let out contingent upon the terms and conditions outlined in this document and the payment by any person of any sum by way of rental for any such room or office space shall be deemed to be acknowledgement and acceptance by such person of the terms and conditions.

COVID-19 safety and influenza

All persons using room hire facilities are to abide by Public Health Orders and COVID-19 safety guidance.

- **Vaccinations:** As our business services vulnerable persons, in line with NSW Health advice, it is strongly encouraged that staff, clients and visitors are up to date with all recommended vaccinations, including COVID-19 and influenza.
- **Face masks:** Some people, including those at higher risk of severe illness, may choose to wear a mask to protect themselves, such as when indoors or in crowded setting.
- **Stay home if unwell:** Continue to protect other people. Please stay home if you have any cold or flu symptoms.
- From time to time, our organisation may implement additional risk management precautions.
- It is the responsibility of the hirer to advise attendees and monitor COVID-19 safe practices.

An application form must be completed before the room is hired and keys released to the hirer.

Please direct any questions about these conditions or room hire arrangements to CCS reception on 02 6883 2300. Thank you.