

Room Hire Policy

**(Including Terms and
Conditions of Use.)**

Room Hire Policy

Operating Hours

The Pottsville Beach Neighbourhood Centre Inc. operates between 9am and 1pm, Monday to Friday. Room hire is available between 9am and 9pm Monday to Friday, and by special arrangement on weekends. Due consideration must be given to the surrounding residents with noise kept to a minimum upon leaving the premises.

Booking Procedure

All bookings for the Pottsville Beach Neighbourhood Centre Inc. are to be made through the Centre on Ph: 6676 4555 during office hours (ie 9am to 1pm, weekdays).

Completed application forms and payment for use of the Centre are to be made in advance to the Pottsville Beach Neighbourhood Centre Inc. Forms are to be signed by the person responsible for payment of fees and any other charges arising from the booking, and for the observance of these conditions of use.

All bookings are to be recorded in the Centre's Room Hire Register; a receipt will be issued upon collection of all fees.

It is the responsibility of Centre Administration staff to ensure that any problems, including payment of fees, arising from bookings are dealt with appropriately. Priority for use of the Centre will be given to community groups over commercial or private interest groups.

Fees

<u>Time</u>	<u>Not-For-Profit Organisations</u>	<u>Funded and For-Profit Organisations</u>
Hourly	\$5.00	\$8.00
Half days (4hrs)	\$15.00	\$20.00
Full day	\$30.00	\$40.00

NB: Community service organisations wishing to provide an outreach service to Pottsville Beach community may access rooms (subject to availability) at **no cost**.

The room hire policy will be reviewed on an annual basis.

After Hours Room Hire

Organisations who require room hire outside the operating hours, ie, Mon - Fri 9am - 1pm, are required to collect the key prior to the day and to pay a deposit of \$10, which will be refunded when the key is returned, unless alternative arrangements have been made with the Centre Coordinator.

Parking

Vehicles are prohibited from parking on the premises, except in strict consultation with Centre staff. All vehicles should be parked on Elizabeth Street in the marked spaces provided. If no parking spaces are available, service users are to use the kerbside, being careful not to block residents' driveways.

Rooms For Hire

There are two activity rooms (Sand Bar and Ebb Tide), a counselling room (Administration Building) and a canteen facility (Beach Break) available for hire (after hours only). All rooms are wheelchair accessible.

There is an enclosed playground facility attached to Sand Bar activity room. All rooms, with the exception of the counselling room, are available for after hours hire.

Kitchen Facilities

Tea making facilities are provided in Sand Bar, Ebb Tide and Beach Break. Utensils such as cups, saucers, cutlery, a microwave, fridge and urn are available for use from Ebb Tide, and in Beach Break during after hours, by appointment. Cleaning materials are also provided. Groups will need to provide their own tea, coffee, milk and any other food or drink items they require. All groups are asked to leave the rooms clean and tidy, and to wash and put away utensils used.

Use of Office Equipment

Use of the centre's photocopier is available (for non commercial application) at a reasonable fee.

Telephone

All users of the counselling room telephone will be required to record and pay for all calls made.

Electrical Equipment

No connection to, or interference with, the electrical installation, lighting, fittings or other equipment will be allowed without prior consent from the Centre Coordinator.

Decorations

The hanging of streamers, flags, bunting or other decorations or the erection or placing of any structures will not be allowed unless prior permission has been granted from the Centre Coordinator.

No nails, tacks, screws etc. may be placed in the walls, floors, furniture or fittings of the Centre. All decorations must be removed from the building after use, and the Hirer is responsible for the removal of all waste and unused materials after the activity.

Objectionable Items

The bringing into the rooms or offices or the use therein of confetti, chewing gum, fireworks or other articles deemed by the Centre Coordinator as objectionable is prohibited.

Maintaining Order

The Hirer shall be responsible for the maintenance of good order during the period of the engagement and he/she will not permit or support disorderly or offensive behaviour.

Noise Management

Hirers are to be conscious of keeping noise to a minimum at all times, given the residential character of the area. No activity shall continue beyond 9pm at night and users are to keep noise to a minimum when leaving the premises and entering cars.

Smoking

Smoking is prohibited anywhere within a 20 metre radius of any of the buildings. Smokers are asked to dispose of their butts responsibly.

Alcohol

No alcohol is permitted on the premises at any time.

Amplified Music

No amplified music is permitted on the premises at any time.

Lighting

No strobe lights are permitted on the premises at any time.

Damage

Any breakages and/or faulty equipment should be reported immediately to the Centre Coordinator or Administration Staff. The Hirer is to pay for any damage to furniture, fittings, plants or gardens, kitchen appliances, crockery or other items or breakages. It is expected that all equipment will be returned to its original place and the facilities will be left clean and tidy.

Cleanliness

The Hirer is responsible for leaving the floors, walls, equipment and toilet facilities in a clean condition. All goods, properties or materials brought in by the Hirer or any other person on his/her behalf must be removed from the premises no later than the expiration of the booking, unless special arrangements are made. Please empty contents of rubbish bins into the outside wheelie bin when room hire is finished.

Vacating the rooms

The room is to be vacated within the booked time in order to facilitate other hirers using the facilities. The Hirer is responsible for closing up the room (securing all entry points) and extinguishing all lights.

Right of Refusal

Pottsville Beach Neighbourhood Centre Inc. 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.

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 the Management Committee thereon shall be final and conclusive.

Public Liability

The Pottsville Beach Neighbourhood Centre Inc. and the Tweed Shire Council shall not be responsible for the 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. Hirers are responsible for providing their own Public Liability insurance. A certificate of currency is to be sighted by Centre staff in order for the application process to be completed.

Acceptance of Conditions

The rooms and offices are let out on the rules and conditions mentioned above and the payment by any person of any sum by way of rental for any room and/or office space and the issue to any such person by or on behalf of the Pottsville Beach Neighbourhood Centre Inc. of any receipt for such a sum, shall be deemed to be acknowledgment and acceptance of the above conditions and stipulations.

Payment of Fees

Application forms must be filled in and signed prior to room or office space being hired.

Casual room hire applicants are expected to pay monies prior to commencement of room hire. Applicants with permanent/long term room hire can either pay prior to use for a block period (ie one month in advance) or after each session ensuring that the period of arrears does not exceed two weeks. The method and frequency of payment must be discussed and agreed to by Hirer and Centre Coordinator prior to keys being handed over.

Cancellation of Room Hire

Organisations who hire rooms on a regular basis are required to give at least two weeks notice if they plan not to use the room, otherwise the full hire fee will be charged.

Organisations or Individuals who hire rooms on a casual basis are required to give at least one week's notice, otherwise a charge of \$5 will apply.

Centre Coordinator
On behalf of PBNC Management Committee