

RULES AND CONDITIONS FOR ROOM HIRE AT DUBBO NEIGHBOURHOOD CENTRE INC.

Dubbo Neighbourhood Centre Inc. has meeting room space available for casual hire to approved applicants. Dubbo Neighbourhood Centre Inc. reserves the right to refuse room hire if circumstances dictate difficulties in organizing the booking.

Operating hours.

Dubbo Neighbourhood Centre service delivery hours are from 9.00am to 5.00pm Monday to Friday. ***Consideration for access outside business hours for the Conference Room is available by special request.***

All other meeting rooms are available between 9.00am and 5.00pm Monday to Friday. Access conditions to the building limit the availability of this space.

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 bookings for the Dubbo Neighbourhood Centre Inc. are to be made through the Centre by telephoning (02) 6882 2100 between 9.00am and 5.00pm: Monday to Friday. A completed room hire application form is to be lodged with DNC and submitted prior to casual 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 rules and conditions. Payment can be made in advance or on receipt of tax invoice, depending on arrangement made at the time of booking a room. **Fees**

Meeting room hire does not include membership of Dubbo Neighbourhood Centre Inc. Members wishing to hire are welcome to enquire by contacting centre personnel on (02) 6882 2100.

One week’s notice of cancellation is required, otherwise full fee will be charged.

Keys

No unauthorized duplication of keys is permitted. In the event of lost keys the charge will be added to hirers invoice.

Parking

There is no parking time limit near Dubbo Neighbourhood Centre Inc premises.

Right of Refusal

Dubbo 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.

Liability

The Dubbo Neighbourhood Centre Inc 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. Tables and chairs are provided and community groups using the room regularly are welcome to speak to the Centre Coordinator about providing their own storage space within the Centre, depending on the Centre's capacity to store such furniture without incurring occupational health and safety risks. Dubbo Neighbourhood Centre Inc also has the use of Personal Duress alarms for each meeting room.

It is an expectation of the room hire that the Dubbo Neighbourhood Centre Inc 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 must be removed at the end of the hiring period unless special arrangements have been made.

Kitchen facilities

Kitchen facilities are available in the Conference Room. Utensils such as a fridge, urn, microwave, sink, crockery, cutlery, are available for use. Cleaning materials are also provided. Groups need to provide their own provisions including tea, coffee, milk and sugar. All groups are requested to leave the kitchen clean and tidy and to wash and put away any utensils used. Tea & Coffee is available for \$2.50 per head.

Use of office equipment

Dubbo Neighbourhood Centre Inc has a range of equipment that can be made available for room hirers for a fee. TV, DVD and Data Projector, photocopies 0.30c per sheet, send fax \$1.00, wireless internet \$20.00 daily. Laminator with sheet \$1.00.

Telephone/ Stationary

All room users will be charged to use Dubbo Neighbourhood Centre's office equipment. Telephone calls made will be charged at the appropriate rate.

Electrical equipment

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

Objectionable items

Certain items are not welcome in the Dubbo Neighbourhood Centre Inc meeting rooms, namely and as examples, confetti, chewing gum, fireworks.

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.

Smoking

Dubbo Neighbourhood Centre Inc is a smoke free environment and smoking is prohibited on the premises.

Alcohol

No alcohol consumption is permitted on the premises at any time, as the centre is an 'Alcohol Free Zone'.

Amplified Music and strobe lighting

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

Damage

Any breakages and/or faulty equipment should be reported immediately to Dubbo Neighbourhood Centre Inc 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

The room hirer must leave floors, walls, equipment and toilet facilities in a clean condition. All goods, properties or materials brought in by the hirer or any person on his/her behalf must be removed from the premises no later than the expiration of the booking unless special arrangements have been made prior to the booking being confirmed by Dubbo Neighbourhood Centre Inc.

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.

Attendees: DNC suggests the hirer arrange a representative to arrive at the site prior to the function to greet guests. This is not the responsibility of DNC staff

Public 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 Agreement

Parking

DNC has unlimited nose in parking on Gipps Street, Church Street and Kennedy Street.

Acceptance of Conditions

Dubbo Neighbourhood Centre Inc rooms are let out contingent upon the rules and conditions outlined above 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 above conditions and stipulations.

An application form must be completed before the room or office space is hired and keys released to the hirer. Any questions?

Please direct any questions about these conditions to the reception on (02) 6882 2100

APPLICATION FOR USE OF DNC ROOM

(Please print all details on this form)

Room's For Hire



Conference Room

Hire Fee: \$200 Full Day
: \$120 Half Day



Board Room

Hire Fee: \$150 Full Day
: \$100 Half Day



Interview rooms

**Hire Fee: \$100 Full Day
: \$20 an Hour**



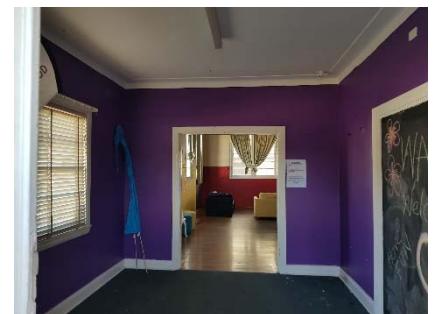
Counselling Rooms

**Hire Fee: \$100 Full Day
: \$20 an Hour**



WAC Centre

**Hire Fee: \$120 Full Day
: \$80 Half Day**



Dubbo Neighbourhood Centre Inc. ABN: 74 649 779 047. Email: admin@dnc.org;
Unit 1/80 Gipps Street Dubbo NSW 2830 Phone: 1800 319 551 Fax: 02 6884 3994



Community Centre

Hire Fee: \$80 Full Day

: \$50 Half Day

Tea & Coffee \$3.00 P/P

Black & white A4 Printing 20c Per Sheet



Catering Menu

Assorted cocktail sandwiches (white, wholemeal or gluten free bread) \$7.00 p/p

Ham, Cheese and Tomato

Chicken, Cheese and Avocado

Egg, Lettuce and Mayonnaise

Roast Beef and Salad

Assorted mini wraps \$9.00 p/p

Chicken Caesar, Ham and Salad or Bacon, Egg and Tomato

Assorted mini wraps and cocktail sandwich platter \$8.00 p/p

Hot food with condiments

(Prices per person)

Beer battered flathead fillets \$3.00 p/p

Party sausage roll \$3.00 p/p

Mini pies \$3.00 p/p

Assorted mini quiche \$3.00 p/p

Spring rolls \$2.50 p/p

Meatballs \$2.50 p/p

Chicken Kofta kebabs \$4.00 p/p

Garlic prawn skewers \$5.00 p/p

Pulled beef sliders \$7.00 p/p

Morning and Afternoon Tea (Prices per person)

Assorted cake plater (carrot, banana and chocolate mud) \$3.00 p/p

Assorted slice platter (caramel, rocky road and cherry) \$3.50 p/p

Assorted mini muffins platter (blueberry, apple and chocolate chip) \$3.50 p/p

Mini dampers with jam and butter \$3.00 p/p

Small seasonal fruit platter \$40 per platter

Large seasonal fruit platter \$60 per platter

APPLICATION FOR USE OF DNC ROOM

(Please print all details on this form)

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			
Contact Number		BH:	Mob:
Email Address			
Correspondence Address:			
ABN Number			
Public Liability Insurance?	Certificate of Currency Attached <input type="checkbox"/> Yes <input type="checkbox"/> No		
Number expected to attend activity (approx):			
Booking Date: (M-F only; 9-5).	Set up time:	Departure time:	
Early access (before 9am required).*	YES/NO (Available by request only). What time is the event starting?		
Type of Booking	<input type="checkbox"/> Casual Booking <input type="checkbox"/> Regular Booking <input type="checkbox"/> Including School Holidays <input type="checkbox"/> Excluding School Holidays		
Name of Room			
Purpose of Hire			
Do you have any audio visual requirement?*	<input type="checkbox"/> Projector <input type="checkbox"/> Laptop <input type="checkbox"/> Microphone <input type="checkbox"/> Lecturn <input type="checkbox"/> Other:		
Set up style	<input type="checkbox"/> Lecture/Theatre Style <input type="checkbox"/> Classroom Style <input type="checkbox"/> U-shaped <input type="checkbox"/> Hollow square <input type="checkbox"/> V Shape <input type="checkbox"/> Other		
Please provide any other relevant information	Will you be ordering external catering? YES / NO What time have you ordered it for? Do you require tea and coffee to be supplied?* YES / NO		

*Additional fees may apply. Subject to availability.

I undertake to be responsible for the payment of the rental fixed by the Dubbo Neighbourhood Centre and for payment of any other charges arising out of my engagement, in accordance with the Rules and Conditions applying to engagement of the Dubbo Neighbourhood Centre. A copy of the Rules and Conditions has been supplied to me, which I agree shall apply to and form the basis of my application. I also agree to indemnify The Dubbo Neighbourhood Centre Incorporated, its staff and volunteers and Management Committee 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 Dubbo Neighbourhood Centre's facilities.

Date:.....Signature:.....

WAC Hire Checklist

- Please sweep and mop all floors, including kitchen and bathrooms. Please note, only the RED mop and RED bucket to be used in the bathrooms

- Please clean toilets, wipe basins and mirrors

- Please vacuum carpet areas

- Ensure the kitchen benches are cleaned and all dishes are put away.

- Please wipe over tables

- If you have a large amount of rubbish that won't fit in the garbage bins provided, please make arrangements to dispose of yourself

- If you moved any furniture, please return it as it was

In the event that any damage did occur, please ensure you notify

Connecting Community Services immediately.

If any cleaning requirements are not carried out, a \$110+GST cleaning charge will be charged.