



LOCKYER INFORMATION & NEIGHBOURHOOD CENTRE INC.

Trading as: Lockyer Community Centre

14 CRESCENT STREET GATTON QLD 4343

PH. (07) 5462 3355

EMAIL: bookings@lockyercc.com.au

ROOM HIRE AGREEMENT between the Lockyer Community Centre and \_\_\_\_\_ hereinafter named as the Hirer in Part 1 of this agreement.

Part 1 – Hirer information

Form with fields: Hirer Name / Organisation, Hirer ABN / ACN, Hirer Physical Address & Postal Address, Contact person for bookings, Contact details for bookings - email & phone, Contact department / person for accounting, Contact details for accounting – email & phone.

Room rates schedule

Hire Rates current until 30th June 2024 Inclusive of GST

Table with room rates: Standard room rate (\$40.00 half day, \$72.00 full day), Events room rate (\$60.00 half day, \$94.00 full day), HIRE TIMES, Room rates include (WIFI, Staff kitchen, etc.), Use of additional facilities, Projector hire (\$15.00 half day, \$30.00 full day).

Part 2 – Room booking request

Form for room booking request with fields: Please indicate below your room hire requirements, Hire start date, Hire end date, Half OR Full day, Standard Room OR Events Room, Booking schedule, Any specific requirements / requests etc.

Part 3 Accounting

Form with accounting terms: Tax invoices issued electronically on a monthly basis, Payment due 7 days from invoice date, We are not equipped to accept payments via credit card over phone, We are able to accept electronic payment in office.



LOCKYER INFORMATION & NEIGHBOURHOOD CENTRE INC.

Trading as: Lockyer Community Centre

14 CRESCENT STREET GATTON QLD 4343

PH. (07) 5462 3355

EMAIL: bookings@lockyercc.com.au

**Part 4 ACCEPTANCE OF AGREEMENT**

- **Hirer - Please read the below Terms & Conditions prior to signing this agreement.**

**Upon signing of this agreement, the hirer is hereby agreeing to LCC Room hire Terms & Conditions below.**

<b>Hirer signature, name and position within organisation:</b>
<b>Date signed by hirer:</b>
<b>LCC Representative signature, name and position within organisation:</b>
<b>Date signed by LCC Representative:</b>
<b>Date hire application received by LCC inc. method of receipt:</b>
<b>Date hire application accepted OR rejected:</b>
<b>If hire application accepted OR rejected Date and method the hirer advised of such notice:</b>

**ROOM HIRE TERMS, CONDITIONS & INFORMATION**

Confirmation of a booking shall occur only upon receipt of a completed "Room Hire Agreement" form and evidence of appropriate Certificate of Currency of Public Liability Cover.

Hirer is obligated to provide copy of current public liability insurance details to LCC prior to commencement of hire period.

All bookings are subject to availability and approval when the "Room Hire Agreement" has been provided and completed in full along with required insurance documents.

Hirer is to inform LCC of any changes to the arrangement via email.

Termination of this agreement must be submitted via email or in writing to the other party named in this agreement, no later than two weeks prior to the date of termination by both the Hirer and LCC.

Hirer is required to provide a minimum of seven days' notice should they need to cancel or amend any existing room hire arrangement.

- Should the hirer fail to comply to this timeline normal booking charges will apply.

Room hire fees may be varied or waived at any time at the discretion of the Manager.

Hirer is liable for any associated debt recovery costs in the event of non-payment of invoices.

LCC rooms are available for hire between the hours of 8.30 am – 4.30 pm

- Usage outside of these hours will necessitate additional payment to cover staff costs to open early or lock up after hours.
- Request for outside of hours room hire is to be made directly to LCC manager via email in advance.

Upon commencement of room booking the hirer is required to undertake workplace site induction to ensure understanding of LCC workplace Emergency and Safety procedures.

Hirer is liable for any costs relating to damages that may occur, directly relating to hirer/client/ participants attendance during any hire period.



LOCKYER INFORMATION & NEIGHBOURHOOD CENTRE INC.

Trading as: **Lockyer Community Centre**

14 CRESCENT STREET GATTON QLD 4343

PH. (07) 5462 3355

EMAIL: [bookings@lockyercc.com.au](mailto:bookings@lockyercc.com.au)

**ROOM HIRE TERMS, CONDITIONS & INFORMATION cont'd.**

Hirer and attending staff are required to comply with LCC sign in registration Qld Check In procedures daily.

It is the Hirers responsibility to ensure the recording of the names of their clients / participants in case of Fire. This information should only be passed onto LCC Manager / Community Development Worker in case of Fire/Fire Drill.

Hirer and their clients / participants are required to conduct themselves in a professional manner whilst on the premises, abiding by all LCC workplace policies and procedures.

- Hirer may request a copy or viewing of LCC workplace policies and procedures.
- Such request is to be made via LCC reception.

Limited on-site parking is available. Cars may be parked along Crescent Street in the lined carparks or along Wiggins Street – please note this is a one-way street. There is also parking spaces on eastern end of Gatton Railway Station and further down Crescent St. opposite the RSL which is a short walk to the centre.

- LCC is not liable for any parking fines that may occur.

LCC is a smoke free environment.

- A designated smoking area is provided if required.
- Disposal of cigarette butts is to occur using provided disposal tin only.

LCC does not permit any alcohol or drugs on premises at any time.

- Should it become aware this has occurred any existing hire agreement will be immediately cancelled, and any existing advance bookings will still be liable for payment.

LCC Cyber Policy does not allow for any hirer to directly connect any devices to LCC internet portals.

- Hirer is to access internet only using LCC Guest WIFI.
- WIFI Guest Password to be provided to hirer on attendance.
- LCC operates under a COVID Safe Plan and all hirers are obligated to align and adhere to this plan.

LCC does not supply tea, coffee, milk or sugar. It is the responsibility of the facilitator to bring their own consumables including sanitising products to ensure maintain safety of all persons within the centre.

- All cups, plates etc. are to be washed, dried with paper towels and replaced in cupboards. All benches/tables wiped down clean prior to vacating premises.
- All rubbish is to be placed in provided bins in rooms or external rubbish bins.
- In the event of the premises not being left in an acceptable clean state cleaning charges may apply.
- A supply of facial masks and sanitising wipes / products are on site.