

# Guidelines and Conditions of Hire

- 1) **Fire Safety**, it is the responsibility of the Hirer to appoint a Fire Warden. Every Hirer is required to be familiar with the procedure for evacuation of the premises in case of fire and for following the instructions of the Fire Warden. In case of fire evacuate premises **IMMEDIATELY** and then call **111. NEVER RETURN INSIDE THE BUILDING**. The Fire Warden must ensure that all exits are checked twice during the period of hire. Once on entering the building and once during the course of the meeting.
- 2) Smoking is Strictly Prohibited in the Building or Grounds of the Centre.
- 3) Use Pinboards for notices etc under no circumstances are sheets of Paper, Posters and Bluetac/tape to be attached to walls or the whiteboard.
- 4) Food is only to be consumed in the Dinning Room unless previously agreed with Centre Management. After use tables in the Dining Room and Kitchen area to be wiped down, dishes washed and placed back into drawers. Please note the Kitchen is fully equipped with cups, saucers, water jugs and glasses but we have a very limited supply of plates. Alcohol may only be consumed on the premises with prior approval of the Centre Management.
- 5) After normal working hours it is the Hirers responsibility to ensure that the premises are secure, including windows, that heating thermostat is off and alarm set. A fee of \$95 plus GST will be incurred for all security call outs to secure the building or set the alarm.
- 6) At the completion of a meeting all refuse shall be removed from the premises.
- 7) Only those rooms booked are to be used. Cleary Hall or any of the public areas of the Centre are not to be used for meetings unless booked.
- 8) We cannot take responsibility for damage to, or loss of your own items before, during and after an event. We highly recommend that you arrange appropriate insurance cover.
- 9) All furniture must be returned to its original location in each room. If this is not done a charge will be incurred.
- 10) The Management's **CANCELLATION** policy is as follows, 20 days or more notice no charge, 6 to 20 days notice 50% fee and 5 or less days notice 100% of hire charge
- 11) Any vehicles blocking other vehicles or parked on broken yellow lines, footpath or over concrete curbing will be immediately towed at the owner's expense. Vehicles can be collected from **Ace Towing** telephone **379 4846**.