

Woden Community Hub

Room Hire

Terms and Conditions

Conditions of Hire

General Terms and Conditions

1. Woden Community Service reserves the right to decline a request for room hire.
2. Organisations, groups or individuals hiring the Woden Community Hub do so only for the stated purpose of hire.

Hire Fees and Payments

1. To confirm the booking, the Hirer must provide Woden Community Service with:
 - a copy of current ID (Driver's licence)
 - a copy of current public liability insurance
2. Upon booking confirmation, Woden Community Service will email an invoice to the Hirer aligned with the fee structure below;

	Not-for-profit / Community	Commercial / Government
Room 1 (12m2) 6 person capacity	\$20 p/h \$110 daily	\$40 p/h \$220 daily
Multipurpose Room (117m2) 80 person capacity	\$40 p/h \$210 daily	\$70 p/h \$370 daily

*please note price is indicative only

3. Total venue hire fees must be paid seven (7) days in advance of any booking. If full payment is not received within the specified timeframe, Woden Community Service may cancel the booking and apply cancellation charges.

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Cancellation of Booking

1. In the event of cancellation by the Hirer, Woden Community Service may apply cancellation charges:
 - Cancellations that do not provide at least seven (7) days written notice (e-mail acceptable) will be required to pay 50% of the hire charges.
 - Cancellations within five (5) days of the booking will be required to pay 100% of the hire charges.
2. Woden community Service reserves the right to cancel the booking (or future bookings) if the terms and conditions of hire are breached.

Key Collection and Return

1. Keys for after-hours venue bookings can be collected from the reception desk during business hours, Monday to Friday, between 9:00 AM and 5:00 PM.
2. A refundable deposit of \$50 is required at the time of collection. The deposit will be returned upon the safe return of the keys.

Venue Access

1. The site may only be occupied during the times specified in the Venue Hire Agreement.
2. Cleaning and pack-up time must be included within the hire session time.
3. All goods and equipment brought by the Hirer must be removed from the venue within the hire time-period unless otherwise agreed.

Room Hirer Responsibilities

1. Prior to leaving the site, tables are to be wiped down and furniture put back as it was found.
2. Clean up and put away any kitchen items used, and dishwasher stacked and turned on prior to leaving.
3. All rubbish is to be placed in bins provided. If you have excess rubbish that does not fit in the bins, this needs to be taken with you.
4. Room hirer is required to provide their own catering including coffee, tea, sugar and milk.
5. If you leave outside of business hours lights need to be turned off when you leave and the door is locked as you leave.

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Damage and Loss

1. Woden Community Service will not accept responsibility for damage or loss to third-party equipment or material before, during or after a hiring period.
2. Any damage to the Woden Community Hub site or equipment incurred by those using the venue is the financial responsibility of the Hirer.

Smoking and Drinking

1. Smoking including the use of an e-cigarette, is not permitted.
2. Alcohol consumption is not permitted.

Security, Safety and Evacuation

1. The Hirer is responsible for the security and safety of themselves, their participants and the space during the time of hire.
2. A First Aid kit is located within the Kitchen, above the fridge. The Hirer is to advise Woden Community Service if any materials are used.
3. Westfield Evacuation diagrams are displayed in the kitchen and at the entry door.
4. It is the responsibility of the Hirer to ensure they and their participants evacuate the building and exit at the evacuation point located downstairs and to the left via the glass double doors.
5. The Hirer must contact Woden Community Service if the police or emergency services have been contacted during the hire period.

Insurance

1. The Hirer is responsible for appropriate insurance coverage when using Woden Community Hub. Woden Community Service has no control over the way in which the Hirer operates and cannot be held responsible for consequential accidents or events.

Conduct

1. The Hirer is responsible for the conduct of each and every person in attendance at their function / event / activity conducted in and / or around Woden Community Hub and for the maintenance and preservation of goodwill generally.
2. Woden Community Service will not tolerate disorderly or offensive behaviour.
3. The Hirer must respect others within the vicinity and encourage all persons to arrive and leave Woden Community Hub in a respectable manner.

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4. If conduct of attendees is deemed disrespectful, Woden Community Service reserves the right to cease the engagement early and cancel any on-going bookings.