

## MULTIPURPOSE ROOM TERMS AND CONDITIONS OF HIRE

### **1 – Room Specifications.**

The room consists of large internal flooring surface, outside/inside area, tables, chairs, TV, digital projector, podium etc. The commercial standard kitchen consists of tea/coffee making facilities - coffee machine medium sized urn, crockery and cutlery places, oven, fridge, freezer, dishwasher etc. The facility is air conditioned and heated and has natural light.

Seating	70 people
Crockery	50 people
Facilities	Disabled toilets

### **2 - Priorities for Use.**

The Harrow Bush Nursing Centre Inc. operates a multipurpose room for the purpose of providing facilities for events to be held for aged, disabled and isolated members of the community and for non-profit organisations that have a community service focus in the Harrow and surrounding districts.

The kitchen is a registered kitchen and all events requiring caterers must abide by the rules and regulations of a registered kitchen as set out in the Guidelines available in the kitchen area.

The multipurpose room and kitchen will only be available for hire if there are not programs or events already organised by the Harrow Bush Nursing Centre at that time or a prior application for use.

Harrow Bush Nursing Centre Inc. has the right of refusal of any application or request.

### **3 - Costs.**

\$110 (plus GST)

A re-fundable deposit of \$50 is to accompany any booking.

### **4 - Bookings.**

All bookings must be made through the administration office of the Harrow Bush Nursing Centre at least 5 days prior to use and be accompanied by a booking deposit of \$50. The deposit will only be returned if the area hired ie room and/or kitchen is returned in a clean and satisfactory condition (see policy section on Responsibilities of the User Before and After Use.) If these conditions are met, the donation will be returned by cheque through the mail, or it can be deducted from the total cost of the account.

Organisations using the room/kitchen on a regular basis will not be required to pay a \$50 booking deposit every time. Those organisations will be requested to leave a “floating” deposit with the Centre to be refunded at such time as the organisation believes it will no longer be using the bus on a regular basis.

The User will read and sign a Multipurpose Room Application and User Agreement form.

The User must read the Multipurpose Room Terms and Conditions of hire document.

Keys can be issued after the deposit and all commitments are met or arrangements to be made that a Centre Staff member open the facility to the User and also lock the Centre after use.

The keys will be located at the administration office of the Centre and can only be issued from and returned to the administration office unless other arrangements have previously been made.

### **5 – Sale of Food**

All events involving the sale of food are required to have a food permit. The user is required to obtain a temporary food permit from the West Wimmera Shire, Edenhope (Ph 03 5585 9900) and provide a copy with the application and user agreement.

### **6 - Responsibilities of User before and after use.**

#### **Before use.**

- i) Completion and signing of the Multipurpose Room Application and User Agreement Form
- ii) Deposit lodged with the administration office of the Harrow Bush Nursing Centre.
- iii) Copy of Temporary Food Permit provided if required.
- iv) User familiarisation with the rental area and items.
- v) User familiarisation with the fire exits and policy.
- vi) Sign in the visitors book on the day of rental.
- vii) Set up for the event. This will not be the responsibility of the staff of the Harrow Bush Nursing Centre however they will answer any queries or assist where possible.

#### **During use**

- i) Observe all State Legislation and Municipal Regulations. The User will be responsible for costs or fines incurred whilst using the premises.
- ii) Operate the equipment in the kitchen/room in a safe and responsible manner
- iii) There is a no smoking Policy inside the Centre.
- iv) If the room, kitchen or equipment is damaged by negligent action, the current insurance excess may be payable by the user.
- v) Noise is to be kept to a minimum so as not to disturb the normal functions

of the Centre of the surrounding community.

**After Use**

- i) Leave the room and/or kitchen in a clean and tidy condition and lights off.
- ii) Return chairs and tables if used to their original places.
- iii) Ensure that the key is returned to the Centre or other place previously arranged with the Centre within a day after the event.
- iv) Sign out of the visitors book.
- v) Leave the facilities locked and secure when leaving
- vi) Report any faults or difficulties to the Centre immediately and record faults in the logbook.

**7 - Occupational Health and Safety.**

**The Users.**

- The users shall observe all State Legislation and Municipal Regulations & ensure that the area and equipment is used in a safe and careful manner at all times.
- The user shall be required to notify the Centre Manager immediately in the vent of any incident and complete any necessary paperwork eg Incident Reporting form
- The user (or nominated person) shall be responsible for returning the keys to the Centre or previously arranged place.

**Care of Room and equipment - Maintenance and Repair.**

All possible care will be taken by the Harrow Bush Nursing Centre to ensure that the Multipurpose Room, Kitchen and associated equipment is well maintained and in a satisfactory state.

All equipment will be serviced according to manufacturer's recommendations and it will be the responsibility of the Harrow Bush Nursing Centre Inc. to see that this is done.

Any damage that occurs to the rental area, property of the Harrow Bush Nursing Centre or equipment will be at the expense of the user.

As soon as practicable, a staff member is to check the condition of the room, kitchen and equipment used prior to refund of the booking donation.

**8 - Insurance**

The buildings and equipment of the Centre are insured in the name of the Harrow Bush Nursing Centre.

The Harrow Bush Nursing Centre will not be responsible for any injury, damage or misfortune occurring to any person as a result of their rental agreement.

**9 – Actions resulting in loss of the booking donation.**

The Committee of Management reserves the right to withhold the booking donation of any User for any act either done or omitted to be done that is not in line with this

Policy.

The decision to withhold the booking fee is to be made by the Centre Manager and/or the Executive Committee.

The grievance procedure in relation to the withholding of any booking donation is as set out in the Harrow Bush Nursing Centre Inc. Grievance Policy, which is available at the Centre.

**10 –Review Procedure**

This document shall be reviewed in line with the Physical Resources Section 8 policy yearly thereafter or at any other time deemed necessary by the Committee of Management of the Harrow Bush Nursing Centre Inc.