**Room Hire Agreement - Terms and Conditions**

**Before accessing the Room**

1. Contact for our room hire Coordinators: For all external bookings [admin@mgcci.org.au](mailto:admin@mgcci.org.au) or for all MGCCI Volunteer based groups [community@mgcci.org.au](mailto:community@mgcci.org.au). We will endeavour to respond to your application for room hire within 48 hours (week days) to confirm availability. If you have not heard back within this timeframe, please call on 3343 9833.
2. MGCCI requires that all external groups have their own Public Liability Cover for $10,000,000 (Ten Million dollars). A copy of the relevant documents must be provided before access to the room will be granted.
3. All applications are subject to an approval process. MGCCI reserves the right to move a booking to a different room within the centre where the new room offers the same or better facilities. MGCCI retains the right to refuse any application for venue hire. If an application has been refused, any money held by MGCCI will be refunded.
4. Only one room per group per session may be booked.Under no circumstances are any group participants to access any other areas within the centre building, besides the toilet facilities and kitchen. Groups requiring extra space must be approved by the room coordinator (see point 1 for contact details).
5. Group facilitators accessing rooms after hours & weekends will be allocated a key safe code. If this is required, the room hire coordinator will contact you to advise you of the code and to go through the procedure with you prior to your scheduled hire date. If keys are accessed via a key safe they must be returned at the conclusion of your visit. A failure to return the key to the appropriate key safe or the loss of a key, will result in a replacement fee of $20 being charged.

Rooms booked at **1693** are to be vacated by **10.00 pm.**

Rooms booked at **1697** Bernie’s Place are to be vacated by **10.00 pm.**

To be fair to all hirers, it is essential that booking times are strictly adhered to. For this reason, access to the centre is not permitted outside the dates and times booked. Hirers must depart the premises NO LATER than the booked times to avoid being invoiced for extra time.

1. *After hours contact is only in case of a critical situation i.e.,* ***evidence of break & enter, fire, flooding inside due to plumbing****.* *If a critical situation arises where there is a need to contact MGCCI after hours please call Deb Crompton on 0424 134 073.*
2. Upon booking, you will be required to make payment in advance via our website – [www.mgcci.org.au](http://www.mgcci.org.au)

Fees are based on the following structure:

* Unfunded Groups - $10.00 excl. GST per hour
* Not for Profit Groups - $28.50 excl. GST per hour
* Small Business - $45.00 excl. GST per hour and
* Corporate or Government Groups - $60.00 excl. GST per hour

Use of the photocopying, printing and telephone facilities will incur additional charges.

1. If you require changes of dates or times, advice in writing to the appropriate room hire coordinator is required. Please refer to point 1 for email addresses. It is the facilitator’s responsibility to advise MGCCI if you do not need to use the room for a particular session. Please note that you will be charged the normal agreed fee unless notice is given prior (at least 2 working days in writing or via email). Verbal cancellations will not be accepted.
2. MGCCI reserves the right to cancel [or amend] the Venue Hire Agreement at any time. Any amendments in the Venue Hire Agreement will be notified to all room hire users by email or by writing within 14 days of approval.

**When accessing the Room**

1. Due to limited parking facilities, parking in MGCCI premises are for Facilitators only. Participants are to park off street or on the main road at their own risk. Participants possessing a disability sticker may park in the premises (two bays) when available.
2. MGCCI does not supply tea, coffee, milk or sugar; this is the responsibility of the facilitator. All cups, plates and utensils, are to be washed, dried and replaced in the cupboards and benches are to be wiped clean.
3. The facility must be left clean and tidy and all rubbish removed. If you use the kitchen area, it is to be kept clean at all times. Food or drinks are NOT to be consumed whilst utilising the computers. If the room hired and or kitchen is left in an untidy state, the room hire coordinator will contact you to discuss this. Please note, continuing to leave the premise in an untidy manner, may result in cancellation of further room hire or a $20 cleaning fee charged.
4. It is the responsibility of the facilitator to ensure that everyone attending should familiarise themselves with the FIRE EXIT diagram located on the wall near the front and back doors and throughout the building. It is the Group Facilitator’s responsibility to record all the names of their group participant’s on the Fire Attendance Sheet. This is the facilitator’s record of who was in the building in the event of a fire. The Centre does not need nor provide paperwork for recording this information. Fire exits, corridors / hallways are to be kept clear at all times and fire regulations strictly adhered to. Smoke machines are not to be used as they may activate the smoke alarms.
5. Property such as Computers and its related equipment belonging to MGCCI shall not be used, moved, disconnected unless prior authority has been given by the room hire coordinator.
6. Only whiteboard markers are to be used on the whiteboard. Please make sure that the whiteboard is left clean. Do not sticky tape or blu-tak posters etc. to whiteboards.
7. Chairs are not to be stacked, chairs are to be placed around each table, any tables repositioned are to be returned. Under no circumstances are the facilitator or group members to remove any chairs or tables from another room unless approved by the room coordinator.

1. Smoking is prohibited within the Community Centre. Those wishing to smoke must remain 4 metres from any doorway.
2. No alcohol or drugs are permitted on the premises nor participants already under the influence.
3. The hirer is responsible for any loss or damage to MGCCI’s equipment and facilities. MGCCI reserves the right to determine the cost of any damages following the use of the facility. Excepting fair wear and tear, the hirer shall be liable to MGCCI for any damage to premises, or any fittings, equipment, furniture, floor coverings or other property therein, which occurs during the period of hiring.
4. No nails, pins, balloons or posters are to be affixed to the walls without prior approval from the room coordinator. At no time is anything to be affixed to fans.
5. Children on the premises are to remain in the room being hired and be supervised at all times by a responsible adult. The hirer must ensure that children are not placed at risk upon entering or leaving the centre, building or grounds. Under no circumstances are children permitted to enter the centre administration area or allowed on the stairs.
6. MGCCI cannot be held responsible for the damage or loss of equipment left on the premises.

**When exiting the Room**

1. It is the responsibility of the facilitator to ensure all rubbish is collected and placed in the rubbish bins.
2. All doors and windows must be closed and secured. Fans, heating / air conditioning must be switched off and all lights switched off.
3. The facilitator should supervise the behaviour of all attendees. Please be considerate of our neighbours and keep noise to a minimum. This also applies when leaving the premises. Any complaints can jeopardise your arrangement with the use of the facilities.

**Good Order**

1. The hirer shall be responsible for the maintenance of good order in and around the premises during the period for which the premises are hired.
2. The hirer shall comply with any instruction by any officer of MGCCI as to the maintenance of good order and compliance with these conditions in and around the premises.
3. The hirer shall take all reasonable steps to ensure all persons admitted to the premises during the hire period observe these obligations at all times.
4. Continued abuse of the above conditions of hire will lead to cancellation of rights to book MGCCI’s rooms in the future.

**Payment Options**

Payment must be made on receipt of invoice.

**Special Consideration**

If your group is unable to meet the required cost you have the opportunity to request special consideration. Simply send an email to the room hire coordinator outlining the circumstances and the proposed cost (if any) you are able to contribute. Please include an outline of how your group benefits the local community.

**Feedback**

Should you wish to provide any feedback please feel free to email the room coordinators at [community@mgcci.org.au](mailto:community@mgcci.org.au) we will endeavour to respond within 48 hours (week days), alternatively please feel free to phone them on 3343 9833 and follow the prompts.

**Room Hire Agreement**

(NB: Room Hire Agreements will be negotiated every 12 months)

To book a room, please fill in the form below and send it by email to either [admin@mgcci.org.au](mailto:admin@mgcci.org.au) for all external bookings or [community@mgcci.org.au](mailto:community@mgcci.org.au) for all MGCCI Volunteer based groups. In most cases we will contact you within 48 hours (week days) to confirm availability.

**APPLICANTS DETAILS (the applicant must be over 18)**

|  |
| --- |
| Contact Person: |
| Company Name: |
| Mailing Address: |
| Phone: Mobile: Email: |

**FACILITATOR DETAILS (if not main applicant as above)**

|  |
| --- |
| Contact Person: |
| Company Name: |
| Mailing Address: |
| Phone: Mobile: Email: |

**ROOM HIRE INFORMATION**

|  |
| --- |
| Hire Date: Entry Time: Exit Time: |
| (If the room hire times are out of ordinary business hours, the room hire coordinator will contact you to go through the access procedures with you) |
| Room you wish to hire: |
| Number attending: |
| What are you intending to use the room for? (Please describe your group or activity) .  . |

This booking is for:

(Please state if once off, daily, weekly, fortnightly, monthly etc )

NB: A copy of your Public Liability Insurance must be attached to this agreement. Failure to do so may result in a delay with your booking.

I/We agree to the terms and conditions of the Room Hire Agreement of Mt Gravatt Community Centre Inc. for the sole purpose of running a group and/or meeting. I/We agree to pay $\_\_\_\_\_excl. GST per hour for use of MGCCI facilities. This is based on the below pricing set out in point 7 of the Room Hire Agreement, terms and conditions.

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATED: \_\_\_/\_\_\_/\_\_\_\_\_

(Agency/Group Representative)

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATED: \_\_\_/\_\_\_/\_\_\_\_\_

(Authorised MGCCI Room Hire Coordinator)