



CHAFFEY COMMUNITY CENTRE VENUE BOOKING AGREEMENT

APPLICATION / REGISTRATION INFORMATION

ENQUIRIES AND APPLICATION / REGISTRATION FORMS TO:

Renmark Paringa Council –

PO Box 730

61 Eighteenth Street, Renmark SA 5341

Phone: 08 8580 3000

Fax: 08 8580 3030

Email: council@renmarkparinga.sa.gov.au

PROCEDURE:

Please complete and return to:

Chaffey Community Centre

86 Nineteenth Street, Renmark SA 5341

Phone 8586 5745

SECTION 1: CONTACT DETAILS

Organisation Name:

Contact Person:

Postal Address (for
invoice):

Phone:

Mobile:

Fax:

SECTION 2: VENUE/ROOM HIRE DETAILS

Date(s) Required:

Time(s) Required:

Purpose for Hire:

Number of Attendees:



Rooms/Area Required:		Cost:	\$
Kitchen Required:	YES:		NO:
	Total Cost:		
Kitchen Facilities Required	YES:		NO:
	Total Cost:		

SECTION 3: OTHER REQUIREMENTS/EQUIPMENT:

As per Agreement:	
Cost:	
TOTAL COST (Payable for room confirmation)	
Cost:	
Please refer to Terms and Conditions for further information	

SECTION 4: AGREEMENT

The applicant agrees to abide by all "Terms and Conditions of Use" as outlined	
Applicant Name:	
Applicant Signature:	
Date:	

SECTION 4: OFFICE USE ONLY

Booking Approval:	Granted/Refused (please circle)
Rooms/Areas approved:	
Approved by:	
Position:	
Signature:	



Date:	
Verification of Account Charge:	
Approved by:	
Position:	
Signature:	
Date:	



CHAFFEY COMMUNITY CENTRE TERMS AND CONDITIONS OF ROOM/VENUE HIRE

1. Confirmation / Cancellation of Booking
 - a. Confirmation of booking is subject to availability, the completed and signed booking form and any required fees paid.
 - b. Out of hours hireers must arrange a time within business hours with centre staff to be inducted and introduced to building layout and to collect a key and sign paperwork to obtain entry to the facility. Users should also allow sufficient time to be inducted and shown the procedures of the facility. Key must be returned within one (1) working day of function, or by arrangement with centre staff.
 - c. Normal hire charges may apply if cancellation or change of booking hours notification is not received at least 48 hours (2 days) prior to the reserved date.
 - d. This hire agreement may be revoked by the Chaffey Community Centre (CCC) if the lessee fails to comply with a condition of the hire agreement and may be revoked in any other justifiable circumstance.

2. Special Conditions
 - a.
 - b.
 - c.

3. Tea/Coffee Facilities, Supplies & Consumption of Food
 - a. Tea/coffee making facilities are available on request. Food may be consumed in the Kitchen and Main area.
 - b. Please do not eat in the Computer Nook or individual Meeting Rooms.

4. Public Liability Insurance
 - a. All Hirers are required to ensure they have secured public liability insurance for their event or function. A certificate of insurance must be provided to Centre staff prior to the function taking place.
 - b. Incorporated groups who use the Centre are also required to check their organisation's insurance policy to ensure they are covered whilst hiring the Centre.
 - c. Failure to do so will result in a refusal of request for the Hire of the Centre.

5. Room Layout
 - a. The Computer Nook & Individual Meeting Rooms are left set up ready for their intended purpose.
 - b. If the hirer requires the Main area or rooms to be set out any other way, please consult with Centre (CCC) staff.
 - c. The CCC and its staff are not responsible for setting up tables and chairs in these areas/rooms.
 - d. Please ensure you make enough time prior to your hire to ensure the room is set up to suit your requirements.



- e. No furniture is to be removed from any room computer nook, meeting room or main area without prior permission from the CCC staff.
 - f. Please ensure all is returned to its original position.
6. Kitchen and Contents
- a. The CCC kitchen is equipped with crockery, cutlery, dishwashing liquid, tea towels etc. It is the responsibility of the hirer to clean up after use. The kitchen is available for use on application; a fee may apply.
7. Cleaning
- a. The venue/rooms and furniture must be left in a clean and tidy condition. If cleaning is required a fee may be charged. A vacuum cleaner, broom etc is available if required.
8. No Smoking Policy
- a. In the interests of public health, and in line with Government Regulations, the Centre is a SMOKE FREE venue and smoking is not permitted in the building or on the grounds.
9. Display of Posters etc
- a. No working papers, posters etc are to be stuck on any wall within the building (e.g. by use of blu-tack, sticky tape etc). Moveable pin boards are available for use, but advise consulting with the CCC staff prior.
10. Damage to Equipment
- a. Renmark Paringa Council – Chaffey Community Centre does not accept liability for loss or damage to goods or equipment owned or hired by the hirer or their guests.
 - b. In the event that any equipment owned by the Renmark Paringa Council – Chaffey Community Centre is damaged it will be the responsibility of the hirer to cover / repair or pay replacement costs.
11. Breakages
- a. The hirer is responsible for all breakages to equipment, furniture and fixtures (including kitchen contents) and any Council property that may be removed from the venue.
12. Equipment Required
- a. Prior to the event the hirer/user must specify all the equipment that will be required and make themselves familiar with the equipment as there is no technical support available.
 - b. Please note that there is NOT a laptop available for use. Hirers must provide their own laptop.
 - c. All electrical items brought into the Centre are to be tested and tagged in accordance with the relevant testing guidelines.
13. Lights and Security
- a. When leaving the premises the hirer must ensure that all lights have been turned off, all guests have vacated the building, the door exited by is locked and security system activated.



- b. If booking is during out of hours the hiree will be given a Security Code and instructions.
14. Venue Safety
- a. Please ensure you are familiar with the exits and the evacuation process. In an emergency please call '000'.
15. Payment for hire (if applicable)
- a. Once the completed booking form has been received and the request for hire has been approved, a tax invoice will be posted to the hirer at the end of the month. Payment is to be made at the Renmark Paringa Council office, Attention – Finance Officer. Payment can be made by cash, cheque, and credit, EFTPOS or EFT. Details are outlined on the tax invoice.
16. Fees & Charges for Hire
- a. Main (Open) Area:
- i. Community Groups (Local) Free
 - ii. Government Agencies/Industry Groups \$200.00 a day (\$40.00 hour)
 - iii. Commercial - Availability and pricing considered by Council Management
- b. Meeting (Individual) Rooms
- i. Community Groups (Local) Free
 - ii. Government Agencies/Industry Groups \$160.00 a day (\$30.00 hour)
 - iii. Commercial - Availability and pricing considered by Council Management
- c. Facilities – Kitchen
- i. Fully equipped kitchen including oven (with hotplates), microwave, fridge/freezer, cutlery, crockery and glassware
 - ii. Government Agencies/Industry Groups \$200.00 a day (\$40.00 hour)
 - iii. Commercial Availability and pricing considered by Council Management
- d. Please confirm available chairs, tables etc. with the CCC Officer prior to your booking application.
17. Disclaimer
- Renmark Paringa Council accepts no liability relating to the hiring of the Centre. The responsibility for any personal items, equipment or any other property remains the responsibility of the Hirer.