

# CHARTERS TOWERS REGIONAL COUNCIL

*Exceptional Service for an Exceptional Community*

## GENERAL CONDITIONS OF HIRE – COUNCIL MEETING ROOMS

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1. The Administration Centre must be contacted to book the facility.
2. Hirers of the facilities are required to provide their own crockery, cutlery and condiments.
3. Those individuals/organisations who are paying the hire fee for the use of the rooms are required to pay for the hire on the return of the key or arrange to be invoiced for the use thereof. All time booked shall be paid for regardless of usage.
4. Hirers are required to sign for the key on collection and on return.
5. Keys for the facilities shall be signed out and returned during office hours. It will be the responsibility of the hirer to ensure that keys are delivered back to the Administration Centre to be signed in on the next working day after the completion of the hire.
6. Should the hire commence outside of office hours it shall be the responsibility of the hirer to collect the keys on the afternoon of the last working day before hire commences. ***Council Officers shall not be responsible for after hours access to such facilities.***
7. The facilities must be left in a clean and tidy manner. Cleaning equipment is provided for this purpose.
8. Air-conditioning shall be turned off before locking of the facilities.
9. Council does not take any responsibility for loss of personal equipment from the facilities provided. Therefore please ensure that all rooms and **toilets** are **LOCKED** upon leaving the facilities at any time.