

HIRER INFORMATION

GENERAL CONDITIONS OF HIRE – GOLD AND BEEF ROOMS

1. The Administration Office must be contacted to book the facility, (preferably by Customer Service Officer or Receptionist).
2. Hirers of the facilities are required to provide their own crockery, cutlery and condiments.
3. Individuals/organisations that are paying the hire fee for the use of the rooms are required to pay for the hire at the time of collecting the keys, or at the time of making the booking an invoice can be arranged to be forwarded. However, the invoice is required to be paid prior to the date of the function. All requests to waiver the hire fees for use of Council's facilities are required to be made via a Community Grants application. The fee structure will be based on the last resolved value unless the Hirer has been granted a variation from Council in writing. All time booked shall be paid for regardless of usage.
4. Hirers are required to sign for the key on collection from the Administration Centre. Upon returning the key the Customer Service Officer or Receptionist will sign the key back into the Key Register.
5. Keys for the facilities shall be signed out and returned during office hours (8.30am to 4.00pm Monday to Friday). It is the responsibility of the Hirer to ensure that keys are returned to the Administration Office 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. ***It would be appreciated if the room could be left in the manner it was found.***
8. Air-conditioning must be turned off before locking of the facilities.
9. Council does not take 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.

NOTE: Conditions of Hire to be provided at time of booking. Also, a copy will be provided to person who collects the key.