

## Facilities Hire Terms & Conditions

Hambledon House Community Centre provides a range of community-use facilities which are hired out at modest fees which help fund the ongoing operational costs of the facility.

It is essential that hirers sign appendix the Hambledon House Booking Form that they have read, understand and will abide by. Rooms for hire are unavailable for parties or receptions. No alcohol, drugs or smoking on the premises.

- Equipment must be requested at the time of booking.
- Bookings are only considered confirmed once full payment is made by the due date.
- Payments must be made in person by cash or via invoice. (free for community groups and charities)
- Keys for after-hours use of meeting rooms **must be collected on the day of your meeting before 1.30 pm**. Without after hour's keys you will not be able to access the meeting room.
- The hirer is responsible for ensuring all exits are secured and lights and equipment are turned off (this does not include the automatic lights on the outside of the building). Failure to secure the building will result in security call out charges on-charged to hirer.
- Keys must be returned immediately at the conclusion of the meeting. The keys to be returned, after hours in the return box at the centre or within office hours to the centre reception.
- Set up and pack up time must be included in the booking time.
- Rooms must be left clean and tidy. If the centre manager finds it necessary to require a special clean after use, the hirer will be charged for full cleaning costs. (\$200)
- Hirers must hold valid public liability insurance cover and produce a current insurance certificate.

All hirers are responsible for ensuring compliance with Workplace Health and Safety policy.

Mission Australia may cancel bookings by written notice to the Hirer any time before the hire date if:

- Mission Australia becomes aware that any event, goods or service proposed to be held or provided by the Hirer is objectionable, dangerous, infringes any copyright or other intellectual property rights, is prohibited by law, or would be detrimental to Mission Australia.
- Repairs, alterations or additions to the Venue are underway or impending.
- Mission Australia will not be liable for any loss or damage, or loss of profit suffered as a consequence of exercising its right to cancel the Booking under this clause.

### Hirer commitment

The Hirer will take responsibility to ensure that they follow the protocols set out to protect the health and safety of themselves and their group.

Users recognise that we must work together to ensure the health, safety and wellbeing of everyone. This means trusting other users will keep us safe and that we'll do the same for them. It is a hirers responsibility to ensure that any additional requirements for their specific activity as detailed in the QLD public health direction are met.

- Hirers must have a plan in place to manage COVID-19.

### **All Hirers**

On arrival to our community facilities users will ensure the following protocols are met:

- Access requirements
  - Proof of vaccination (all attending must be double vaccinated if using the facility during business hours)

**All Hirers after business hours and on weekends**

**Venues used for private hire will have no capacity limit if people attending are fully vaccinated. However, if there is a person or persons attending who is not fully vaccinated, COVID-19 density restrictions will apply. This means a maximum of 20 people or 1 per 4 square meters, whichever is less.**

- You don't have any symptoms associated with COVID-19 (e.g. fever, cough, sore throat, shortness of breath, sneezing/runny nose or loss of sense of smell)
- You don't have COVID-19 or are waiting results of COVID-19 test
- You haven't been in contact with any known or suspected cases of COVID-19 in the past 14 days.
- You have not returned or been in contact with anyone else who has returned, from overseas in the past 14 days.
- You have not visited a Covid-19 hot spot in the past 14 days.
- Hirers must ensure participants use hand sanitiser or wash their hands with soap and running water before starting an activity in the facility, using warm water.
- Participants must follow good hygiene practices (coughing into elbow, handwashing for at least 20 seconds and drying) and regular cleaning of commonly touched surfaces and equipment throughout their time in our building.
- Hirers agree that they and their participants will not enter our buildings if they have symptoms of cold or flu.
- The hirer is responsible for ensuring that all participants related to their booking use the Queensland Government Check In QR code for contact tracing. Any of your participants who do not have access to the Queensland Government Check In QR code must provide their details to the hirer. The information is being collected to assist in the management of the pandemic. If requested, this information must be provided to public health officers. The information should

be securely stored, not used for any other purpose and deleted/destroyed after 56 days. Mission Australia reserves the right to cancel any future bookings or restrict access to facilities if contract tracing protocols are not followed.

- COVID-19 cleaning responsibilities are our shared responsibilities when it comes to cleaning the community facility in terms of a pandemic.

Hambledon House Community Centre will:

- Provide hand sanitiser at the facility entry (reception only, business hours only)
- Ensure soap and water is readily available and kept topped up
- Professionally clean facilities daily to standard levels of service

Hirers will:

- Provide their own hand sanitiser for their group
- Clean the venue at the end of the event
- Remove all rubbish from the venue
- Wipe down with disinfectant all equipment including chairs, tables and benches used
- Wipe with disinfectant all touch points such as doors/door handles, stairwell handrails high-touch public surfaces such as, light switches, taps, sink edges, buttons, kitchen areas, benches, handles, microwave, ovens, basins
- Consider their environment and what is frequently used and touched by people. The virus can be spread from person to person or by touching unclean equipment or surfaces. To stop the spread, focus efforts on cleaning high touch areas

***Breach of conditions:***

***Any breach of the Pandemic Protocols may result in: • Refusal to accept future bookings • Extra charges being incurred***

***Failure to comply with one or more of these conditions will constitute a breach and will result in a forfeit of the right of use of this facility. No requests for refunds or credit will be considered.***

Facilities and Equipment Item	Cost <i>(free for community groups and charities)</i>	Item	Cost to <i>(free for community groups and charities)</i>
Function Room 1	\$20 half day \$40 full day	TV	free
Function Room 2	\$20 half day \$40 full day	Whiteboard and markers	free
Both Function Room 1 & 2 (adjoining = one large room)	\$40 half day \$80 full day	Lost key	\$200 <i>(this also applies to community groups)</i>
Kitchen	\$10 half day \$15 full day	Clean (if not left clean a fee will be charged)	\$200 <i>(this applies to all users)</i>
Tables	free		
Chairs	free		

<b>HAMBLEDON HOUSE COMMUNITY CENTRE BOOKING FORM</b>		
(Please complete, return to <a href="mailto:Hambledonhouse@missionaustralia.com.au">Hambledonhouse@missionaustralia.com.au</a> )		
<b>Organisation:</b>		
<b>Contact Name:</b>	<b>Phone:</b>	
<b>Postal Address:</b>		
<b>Email:</b>	<b>Website:</b>	
<b>Event Name:</b>		
<b>Anticipated Attendance Number:</b>		
<b>Will this event attract media attention?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>Has a valid Certificate of Incorporation been produced (if applicable?)</b> <b>Has a valid public liability insurance cover and a current insurance certificate been produced?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Booking/s</b>	
Day: <input type="text"/>	Date: <input type="text"/>
Start: <input type="text"/>	Finish: <input type="text"/>
Multiple Booking <input type="checkbox"/>	Single Booking <input type="checkbox"/>

Function Room 1 <input type="checkbox"/>	Function Room 2 <input type="checkbox"/>	Both Function Room 1 & 2 (adjoining, can be 1 large room) <input type="checkbox"/>	
Kitchen <input type="checkbox"/>			
<b>Equipment Required</b>			
Whiteboard <input type="checkbox"/>	Power board <input type="checkbox"/>	Extension Lead <input type="checkbox"/>	HDMI Cable <input type="checkbox"/>
Tables <input type="checkbox"/>	Number	Chairs <input type="checkbox"/>	Number

**I have read the facilities hire information package and agree to all terms and conditions. I hereby understand that any charges incurred by Mission Australia as a result of failure to adhere to the terms and conditions will be liable to me.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Category ☐ Commercial ☐ NFP

Hours Booked: \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Approved ☐ YES ☐ NO Reason for decline: \_\_\_\_\_

Manager's Name: Signature: \_\_\_\_\_ Date: \_\_\_\_\_