



## Room Hire Information for 2018

### Room and Centre details:

- Alamein NLC has 2 smaller rooms available for hire.
- These rooms have a dividing door that can be opened to create a larger room.
- A smaller room can seat up to 20 people lecture style, or 20 people classroom style.
- The larger room can seat 40 people lecture style or 30 people classroom style.
- All rooms are carpeted, have folding tables, stackable chairs, and wheelchair accessible.
- The centre can provide a small kitchen with microwave, oven and hotplates, a hot water dispenser, fridge/freezer, dishwasher, crockery, cutlery are also available for hirer use. The hirer will have to supply their own tea/coffee/milk etc.
- There are 2 toilets available, one that is disability accessible.
- Alamein NLC rooms are not available for parties or receptions

### Room hire fees:

Category	1 Room	2 rooms
Community and small business groups	\$20 an hour	\$40 an hour
Commercial groups	\$35 an hour	\$70 an hour

**All room hire requires a bond of \$200 to be left as cash or credit card details**

**After hours bookings require a key deposit of \$50 which will be returned to you when the key is returned.**

**Hire agreement dates are confirmed with full payment and details for the bond (\$200) and key deposit (if required) left with Centre staff.**

### Cancellation/Refunds:

Cancellation costs as follows:

- If less than 48 hours – no refund
- 48 hours to 1 week – 50 % total cost of hire
- Over a week – full refund less 10%
- Hardship circumstances will be considered

### Changes of Times/Days or Extension of Period of Hire:

Any changes must be made with the Centre, as the rooms may not be available. You will not be refunded for days you have hired the Centre and not used, except by agreement of the Manager.

### Hiring Conditions:

- The centre is available for hire between the hours of 9am to 9pm when not being used by existing ANLC classes and programs.
- The hire time includes all set up/ pack up and clean times.
- Sole use of the centre is not guaranteed.

49 Ashburn Grove, Ashburton, Victoria 314 Telephone 9885 9401 Postal Address: PO Box 122, Ashburton , Victoria 3147

Email Address: [admin@alameinnlc.com.au](mailto:admin@alameinnlc.com.au) Website: [www.alameinnlc.com.au](http://www.alameinnlc.com.au)

- Room set-up and pack up is the responsibility of the hirer. The folding doors which divide the rooms will be left open if 2 rooms have been hired. Hirers are not to attempt to open or close the doors themselves.
- Noise levels must be kept to a reasonable level at all times as the folding doors are not sound proof.
- The hirer is responsible for cleaning. This includes whiteboards, table, chairs, crockery, cutlery, kitchen equipment benches and floors. Rubbish to be disposed of in external bins.
- Smoking is not permitted in any rooms in the building or covered areas outside. Cigarette end/matches must be disposed of in the metal containers provided outside.
- Hirer is not to attach anything to the walls, windows, floors or doors without permission from the Manager.
- The Hirer is liable, on demand, to pay the full cost of repairs, cleaning or replacement of fixtures, fittings, equipment (including mechanical and electrical), walls, windows, floors or doors should any damage occur during the time of hire. The costs of repair or replacement will be taken from the bond in the first instance and if the cost is greater than the bond then the Hirer will be liable for additional costs.
- The hirer will be responsible for ensuring adequate procedures as laid out in the Emergency procedures plan in all rooms, are carried out in the event of an emergency.

#### **Entry and Exit conditions;**

Keys must be collected and returned during office hours, unless otherwise negotiated.  
Monday to Friday 9.15am to 3.00pm.

You will require a security code and the alarm must be disarmed on entry and armed on exit.

The hirer must not give the key or alarm details to any other person or enter the building for any other reason than stated in the room hire application.

All windows and doors must be locked, blinds closed, lights and heating/cooling turned off when you leave the building.

Whilst using the rooms, if in out of office hours, the front door is to be locked and people may use the doorbell to be admitted into the Centre.

## Room Hire Application Form

Contact Name: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Date/s Booked: \_\_\_\_\_

No. of Room/s Booked (1 or 2): \_\_\_\_\_. Cost: \_\_\_\_\_

I \_\_\_\_\_ have read and accept the above terms and conditions. I understand that any personal details, which I provide, will only be used by ANLC staff and only used in relation to my hire and use of the Centre.

Signed: \_\_\_\_\_

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

**Activity/ Workshop Details:**

Name of facilitator/teacher: \_\_\_\_\_

Contact numbers: \_\_\_\_\_

Address: \_\_\_\_\_

ABN number:

Resume/copies of qualifications/insurance: *to be attached as required*

Title of activity/workshop:

Aims:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Description:-----  
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Suitable for (e.g. age group, children, adults, beginners/advanced): -----  
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Expected number of participants: \_\_\_\_\_

Starting day/date and time :-\_\_\_\_\_

Finishing day/date and time :-\_\_\_\_\_

Time :-\_\_\_\_\_

Number of rooms required: -----

Equipment requirements:-----  
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