** SECC Room Hire Terms and Conditions**

Room Hire at SECC is subject to specific terms and conditions and availability. Please check the details on this page as part of your inquiry into Room Hire from the Centre.

**General Enquiries and Bookings**

The right to use the Centre’s facilities is subject to SECC receiving a room hire application form, signed by the proposed hirer undertaking to comply with these hire terms and conditions. SECC will provide you with an email confirmation upon receipt of your booking confirmation.

Contact: Julie Gray

Telephone: 02 8338 8506

Email: centrecoord@secc.sydney

**Facilities Available**

A meeting room and small community centre are available for hire weekdays from 4pm – 9pm and weekends from 9am – 9pm. Tea and coffee making facilities are available (must bring own tea, coffee and milk). Both facilities are suitable for community meeting, talks and workshops. SECC facilities are smoke- alcohol- and drug-free venues.

**Shop 83, Eastlakes Shopping Centre**

• Meeting room with adjoining kitchenette and toilet

• AV equipment, projector and screen, must bring your own laptop

• Whiteboard, but bring your own non-permanent markers

• Capacity, 25 seated

• Reverse Cycle Air conditioning

* Fire blanket is located in kitchen and fire blanket mounted on the wall in the meeting room.

**Beaconsfield Community Centre, 169 Victoria Street, Beaconsfield**

• Large meeting room with separate kitchen and toilet

• TV and DVD recorder

• Whiteboard, must bring your own non-permanent markers

• Capacity, approx 30 seated theatre style, 15 if seated around tables

• Seats and tables

• Reverse Cycle Air conditioning

* Fire blanket is located in kitchen and fire blanket mounted on the wall in the meeting room.

**Hire Fees**

**Shop 83**

Self Help: $10.00/hour

Local Community/ Not for Profit Organisation: $15.00/hour

Corporate & Commercial Organisation: $25.00/hour

**Beaconsfield Community Centre**

Self Help: $10.00/hour

Local Community/ Not for Profit Organisation: $25.00/hour

Corporate & Commercial Organisations: $35.00

**Hire Agreement**

I agree or certify …

* To abide by the conditions of hire;
* That all the details completed in the form are correct;
* To pay the full hire fee within 5 working days of the hire date. Failure to ensure this will result in the tentative booking being cancelled, subsequent payment by hirer does not guarantee reinstatement of cancelled bookings;
* That the room hire fee is non-refundable if the booking is cancelled within 24 hours of the hire date;
* To use the facilities that I have rented only for the times and purposes specified and to immediately vacate the facility following the hire period;
* To keep noise levels to a minimum so as to not affect neighbouring businesses or homes;
* To pay a key deposit of $25 (if renting outside normal business hours) and will return the key within the next working day or forfeit my bond. Costs to re-place keys or re-key locks will be passed onto the hirer if the keys are lost or not returned;
* To leave the room, its facilities and equipment in a clean, safe and working condition as it was at the commencement of the hiring;
* To ensure that all windows are secured and doors are locked when vacating the facility;
* To familiarise myself with the SECC Evacuation Plan and the emergency assembly points and in cases of emergency to vacate the building immediately;
* To compensate or meet all claims for all liability (including damages, costs, actions, claims and demands) to any persons or property sustained by the hirer and indemnifies SECC against any such claim;
* To hold Public Liability Insurance cover of $2million and provide evidence of in the form of a Certificate of Currency at the time of booking;
* That I am 18 years of age or over and will be in attendance throughout the hiring period;
* I understand and accept that South Eastern Community reserves the right to refuse bookings at its discretion;
* I understand that this is a legal document and indicate acceptance of these terms and conditions by signing the hire agreement.

Please print clearly. Illegible or incomplete applications will be rejected.

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| --- | --- | --- |
| Hirer’s Name |  | |
| Organisation |  | |
| Type of Organisation (circle) | Self Help / Not for Profit / Local Community / Corporate | |
| ABN |  | |
| Address |  | |
| Telephone |  | |
| Fax |  | |
| Email |  | |
| Website |  | |
| Identification  (SECC to photocopy & attach) | Drivers Licence /Passport | Credit card |

|  |  |
| --- | --- |
| Equipment Description  ( include numbers) |  |
| Hire Date |  |
| Time Start |  |
| Time Finish |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Fee Payable |  | Fee Paid |  |

Print Name

Signature

Date of Application