



## Community Learning Centre Booking Form

Please complete the form and return to Community Hub Inc. 34 Connor Street Colac or email to [admin@communityhubinc.org.au](mailto:admin@communityhubinc.org.au) as soon as possible.

**Days required:**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Dates							

<b>User Group</b>	
<b>Contact Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Mobile</b>	
<b>Email</b>	
<b>Billing Address Email or Post</b>	

**Time required:**

AM	PM	Number of hours	Number of Participants

**Room charges**

Type of Group	Hourly rate	Half Day (ie: 8am-12pm)	Full Day (ie: 9am-4pm)
Community Groups (Not for Profit)	\$25.00	\$90.00	\$150.00
Community Groups (Not for Profit) with annual turnover of \$2 million or above or Private Groups (Profit making)	\$45.00	\$180.00	\$270.00

**Fee Quoted:** \_\_\_\_\_

**All accounts are payable within 30 days**

How often do you wish to be invoiced?

Monthly	Quarterly	Annually

**Resources Required:**

Computers/ Software required (free)	Wi-Fi	Data projector	Disability Access	Screen Projector	Fridge	Urn

### **Tables and Chairs**

Users are allowed to move tables and chairs to their requirements, but must return them to their original positions at the conclusion of your booking.

### **Catering**

**Tea & Coffee** – To be provided by the user group (urn and refrigeration available).

**External catering** – Users may organise their own external catering. If applicable, please provide the following information:

**Arrival Time:** \_\_\_\_\_ **Name of Caterer:** \_\_\_\_\_

## **Terms and Conditions**

All groups accessing the Community Learning Centre are required to adhere to the following Terms and Conditions of Use.

### **Security**

- Groups are advised that security cameras are installed for safety purposes and record vision only. Footage is viewed by authorised staff members.
- Keys must be collected only by the nominated contact person during office hours only.
- Keys must be returned to the office on day of use or after hours into the drop box located on the Tool Bank door.
- Loss or damage of keys must be reported ASAP. The hirer will be charged with a fee to cover the replacement of new locks and keys.
- Content on Community Learning Centre PCs is deleted regularly. Users are responsible for saving their own files onto your own USB devices. CHI does not accept responsibility for user's files or generated data. All users must comply with our email and internet usage policy.
- Any incident deemed to be a civil or criminal offence, for example, theft, damage and/or violence will be followed up with the individual/group and referred to the relevant legal authority. Compensation for loss or damages will be sought.

### **Health and safety**

- Any near misses or incidents must be reported to Community Hub Inc. including damage to property and/or equipment. This should be done in writing and delivered in person to 34 Connor St Colac within office hours, or to PO Box 14 Colac.
- The entire Community Hub precinct including the Community Learning Centre is a smoke, alcohol and drug free facility. Anyone wishing to do so must exit the property onto Connor or Miller Streets and remain 5 meters away from the entrance.

### **Before exiting the building, all groups are to ensure the following checklist is completed**

- Wash, dry and put away all crockery (*cleaning products can be found in the locked cupboard below the sink. The key is located on a hook, on the noticeboard above the sink*)
- Wipe down all tables and return furniture to original position
- Sweep floors
- Place rubbish in recycle and household bins provided (outside)
- Turn off heater/air conditioner, urn and all equipment (ie, computers, data projector)
- Check all sliding doors and windows not in use are closed and locked.
- Close all curtains and/or blinds AND turn off lights
- Check that the door you exit and toilet door are both locked before you leave/or drop your key in the drop box.

Casual users please note:

Once the room is locked, keys and any correspondence can be placed into the drop-box on the Tool Bank door, or returned to the office at 34 Connor Street Colac during office hours.

I agree to these terms and conditions.

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

Community Hub Inc reserves the right to disallow any group or user if they fail to adhere to the terms and conditions as outlined in this document.