



VENUE HIRE

Individuals and groups that use the facilities for any activity who are:

- Independent private groups or individuals not formally affiliated with the Committee of Management.

The following guidelines apply to the above.

When not in use for Centre run programs, private groups or individuals are invited to use the Centre facilities for meetings or workshops. Available for Hire are;

- **The Big Hall** - see attached guidelines for zones deemed residential areas, they have strict **environmental noise restrictions apply** and must be adhered to at all times. The Hall and Centre surrounds are deemed to be a residential zone. This space has kitchen facilities with small fridge and stove.
- **The Centre Building** – suitable for groups or individuals for meetings and other activities that require a smaller space. This space has kitchen facilities with microwave.
- **The Community Garden & Pizza Oven** – suitable for outdoor events

Hiring Procedure:

1. Bookings can be organised by contacting the Coordinator on **5475 2093** or coordinator@maldonnc.org.au.
2. Contact details including address, phone and mobile numbers, expected number of group or participants, purpose of usage, preferred date and time of meeting, workshop or gathering.
3. To prevent double booking, a timetable of activity dates should be provided.
4. Agreement to be signed upon provision of the 'General Conditions of Use' and its acceptance.





Hiring Fee Schedule:

HIRE SCHEDULE	BIG HALL	CENTRE	GARDEN & PIZZA OVEN
Commercial Hiring Fee: <ul style="list-style-type: none">Business groups, Artists Agencies, Services.	0-3 Hours \$65.00 3-6 Hours \$90.00 16 hrs + \$150.00	0-3 Hours \$45.00 3-6 Hours \$65.00 16 hrs + \$130.00	0-3 Hours \$45.00 3-6 Hours \$65.00 16 hrs + \$130.00
Individual Private Hire Fee: <ul style="list-style-type: none">Birthday, Activity, Seminar.	0-3 Hours \$45.00 3-6 Hours \$65.00 16 hrs + \$90.00	0-3 Hours \$30.00 3-6 Hours \$45.00 16 hrs + \$65.00	0-3 Hours \$30.00 3-6 Hours \$45.00 16 hrs + \$65.00
MNC Supported Groups Fee: <ul style="list-style-type: none">Clubs, support groups & meeting groups.	\$2 *Conditions apply	\$2 *Conditions apply	\$2 *Conditions apply



Conditions of Use:

- No nails, screws or tacks are to be driven into any part of our property
- The Hirer/user group undertakes to leave the premises in a clean, tidy condition. If not, the hirer will be required to pay a \$50 cleaning fee
- Floors must be swept/vacuumed and if necessary, washed after use. Brooms and mops are available.
- The hirer will be responsible for the satisfactory conduct of all persons occupying the building during the period of the hire including entering and leaving the Centre in a quiet and orderly fashion with regard for the neighbouring residences
- No group is allowed to smoke inside the premises.
- The group is responsible for ensuring all doors and windows are securely locked when vacating the premises.
- All lights must be turned off along with any electrical equipment which has been used.
- Heating and cooling may be used at any time. Ensure all heating/cooling is turned off after use.
- The fridge is available for use. Left over items are to be removed as other groups use the facilities.
- Tea and coffee making facilities are available. Private groups are to provide their own tea or coffee or ensure that users make a donation.
- Furniture can be rearranged but must be returned to original position before vacating the premises.
- Please notify the Coordinator of any maintenance or safety issue.





HIRE AGREEMENT

I [your name] _____

of [address] _____ State _____ Postcode _____

Phone: _____ Mobile: _____

Am applying to hire the [please tick]: Hall Centre

For the purpose of [please state how you or your group will be using the space]:

For [please indicate the number of hours/days you require] _____ hours/days

On [date/s] ____/____/____ to ____/____/____

I have read the conditions of use and I agree to adhere to the Environmental Residential Zone Regulations and the MNC User Guidelines. I understand that I am required to provide a bond of \$50.00 for the key, if required.

I agree to ensure that the premises are left clean and tidy, that all rubbish is removed and placed in bins, floors, benches, sinks are clean and clear of food scraps and that toilets are left clean and paper is placed in bins.

- A agree that a fee of \$50.00 will be charged from my bond if the premises are found not to be left in a reasonable and clean condition.

Signed: _____ Date: ____/____/____

Approved: _____ Date: ____/____/____

Payment Amount:..... Date of Hire...../...../.....

Key Out...../...../.....Key In...../...../.....Bond \$50.....

