

ROOM HIRE: APPLICATION FORM and TERMS AND CONDITIONS
(Please print all details on this form and return to Dubbo Neighbourhood Centre Inc.)

Booking Date:		
Booking Time: (M-F only; 9-5).	Set up time:	Departure time:
Name of Organisation/Group:		
Type of Organisation/Group	<input type="checkbox"/> Profit making organisation <input type="checkbox"/> Private individual or group <input type="checkbox"/> Not for profit organisation with external funding <input type="checkbox"/> Government <input type="checkbox"/> Not for profit organisation with no external funding	
Previously Used Venue:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Contact Person:		Position:
Contact Number:		Mob:
Email Address:		
Postal Address:		
ABN Number:		
Public Liability Insurance?	Certificate of Currency Attached <input type="checkbox"/> Yes <input type="checkbox"/> No	
Expected attendances numbers (approx):		
Early access (before 9am required).*	YES / NO (Available by request only). What time is the event starting?	
Type of Booking	<input type="checkbox"/> Casual Booking <input type="checkbox"/> Regular Booking <input type="checkbox"/> Including School Holidays <input type="checkbox"/> Excluding School Holidays	
Name of Room		
Purpose of Hire		
Do you wish to hire any additional equipment?*	<input type="checkbox"/> Projector <input type="checkbox"/> Laptop <input type="checkbox"/> Microphone <input type="checkbox"/> Lectern <input type="checkbox"/> Other:	
Set up style preference:	<input type="checkbox"/> Lecture/Theatre Style <input type="checkbox"/> Classroom Style <input type="checkbox"/> U-shaped <input type="checkbox"/> Hollow square <input type="checkbox"/> V Shape <input type="checkbox"/> Other	
Please provide any other relevant information	Do you wish to place an order with DNC to organise catering?* YES / NO Do you require tea and coffee to be supplied?* YES / NO Other comments/requests:	

*Additional fees may apply. Subject to availability.

I am authorised to request this room hire booking and agree to the Room Hire Terms and Conditions contained within this document. I also agree to indemnify The Dubbo Neighbourhood Centre Incorporated, its staff, volunteers and Board members from and against any claim arising from any accident, loss, damage or injury to persons or property by reason of anything done or omitted to be done by the hirer, its employees and any persons under its control or responsibility in connection with the usage of Dubbo Neighbourhood Centre's facilities.

Name:.....

Signature :.....

Date:.....

Catering Menu and Order form

Catering is available to be organised by DNC and will be provided by a local catering company. If you wish to order catering, please return this completed Order form with the Room Hire Application form.

Description	Price \$	QTY of people
<input type="checkbox"/> MIXED SANDWICHES	\$9.00 p/person	
<input type="checkbox"/> BAGUETTE ROLLS	\$10.50 p/person	
<input type="checkbox"/> WRAPS	\$10.50 p/person	
<input type="checkbox"/> COB LOAF	\$66.00 p/platter	
<input type="checkbox"/> FRUIT PLATTER	\$70.00 p/platter	(up to 10 People)
<input type="checkbox"/> HOT FOOD Platter: - Frittatas / Quiches	\$5.00 p/person	
<input type="checkbox"/> HOT FOOD: Mixed Platter: - Mini pies / Spring rolls / mini Quiches / meat balls <i>Mixed platters content may vary</i>	\$5.00 p/person	
<input type="checkbox"/> CAKES & SLICES	\$4.00 p/person	
<input type="checkbox"/> CHEESE PLATTER	\$100.00 p/platter	(up to 10 People)
<input type="checkbox"/> Tea & Coffee	\$3.00 p/person	
<input type="checkbox"/> Tea, Coffee & Biscuits	\$3.50 p/person	

Times for catering:

Morning tea:

Lunch:





Afternoon:

We Cater for people with ALLERGIES, GLUTEN FREE, VEGETARIAN, VEGAN & COELIAC. (POA)

Additional Catering comments:

Rooms for Hire:

Dubbo Neighbourhood Centre Inc. has meeting rooms available for casual hire to approved applicants. To enquiry about opportunities for regular bookings please phone 02 6883 2300.

Casual Room hire rates	
<p>Conference Room Seats approximately 50 (theatre style) and is appropriate for medium-large functions (depending on layout choice).</p> <p>Hire Fee: \$145 Half Day \$240 Full Day</p>	
<p>Board Room Seats 12</p> <p>Hire Fee: \$120 Half Day \$180 Full Day</p>	
<p>Interview rooms Seats 4</p> <p>Hire Fee: \$25 An Hour \$120 Full Day</p>	
<p>Counselling Rooms</p> <p>Hire Fee: \$25 An Hour \$120 Full Day</p>	

80 Gipps Street, Dubbo - Inclusions	TV (Board room only)
Water	Wireless Internet
Data Projector	Lectern/Whiteboard (Conference Room only)
Screen (Conference Room only)	Kitchen (Conference Room only)

Additional resource and equipment costs	
Colour A4 Printing:	\$0.30 per sheet
Black & White A4 Printing:	\$0.20 per sheet
Tea & Coffee:	\$3 p/p

WAC and Community Centre Hire:

WAC Centre: 83 Wingewarra Street, Dubbo

Hire Fee:

\$80 half day

\$120 full day

Large hall area.
Limited chairs and tables available.
If required hirer may supply their own additional seating etc.
No kitchen/catering available.



Community Centre: 83 Wingewarra Street Dubbo

Hire Fee:

\$50 Half Day

\$80 Full Day

Meeting room with tables chairs as per photo.
Not available Wednesdays and Friday.
No kitchen/catering available.



WAC Hire Checklist

- Please sweep and mop all floors, including kitchen and bathrooms. Please note, only the RED mop and RED bucket to be used in the bathrooms
- Please clean toilets, wipe basins and mirrors
- Please vacuum carpet areas
- Ensure the kitchen benches are cleaned and all dishes are put away.
- Please wipe over tables
- If you have a large amount of rubbish that won't fit in the garbage bins provided, please make arrangements to dispose of yourself
- If you moved any furniture, please return it as it was

***In the event that any damages occur, please notify
Connecting Community Services immediately on (02) 6883 2300.***

If any cleaning requirements are not carried out, a \$110 + GST cleaning fee will be charged.

Room Hire Terms and Conditions

Operating hours

Dubbo Neighbourhood Centre business hours are from 8.00am to 5.00pm Monday to Friday.

Consideration for room hire access outside business hours for the Conference Room is available by special request.

All other meeting rooms are available between 8.00am and 5.00pm Monday to Friday. Access conditions to the building limit the availability of this space.

Booking Procedure

All groups must show evidence of Public Liability Policy held by them and details noted on the "Application for use of Room" form.

All room bookings are to be made through the centre by telephoning 6883 2300 between 8.00am and 5.00pm: Monday to Friday, or emailing info@dnc.org.au. A completed room hire application form is to be lodged with DNC and submitted prior to room hire taking place. Application forms are to be signed by the person responsible for payment of fees and any other charges arising from the booking and the observance of these terms and conditions.

Fees, payment terms and refund policy

- Room hire rates for each room and catering options are shown in this document.
- Payment is to be made at time of booking or following receipt of tax invoice, payable at least 7 days before room hire date (unless alternative arrangements agreed).
- Payment may be made by credit card, EFT, or cheque.
- Cancellation with 7 days or less notice will result in full fees being charged - no refund.
- Cancellation with more than 7 days' notice will incur a cancellation fee of 20% of the room hire rate or \$20 if hire rate was less than \$100.

Membership of Dubbo Neighbourhood Centre Inc.

Being a member of Dubbo Neighbourhood Centre does not include room hire, however members are encouraged to book with DNC for their room hire needs to support the centre. If you are interested in becoming a member of DNC, the current membership rate is \$5 per year, please contact DNC on 6883 2300.

Keys

No unauthorised duplication of keys is permitted. In the event of lost keys, the room hirer will be responsible for associated costs.

Parking

There is no parking time limit near Dubbo Neighbourhood Centre Inc premises. Nearby street parking is available at Gipps Street, Church Street and Kennedy Street.

Right of Refusal

Dubbo Neighbourhood Centre Inc reserves the right in its absolute discretion to refuse to accept any booking or to cancel any booking already made and the Centre shall not be liable in any way for any loss or damage. If cancellation is initiated by Dubbo Neighbourhood Centre at no fault of the hirer, DNC will refund full fees to the hirer.

Liability

All Hirers must provide a copy of their current Public Liability Policy insurance a copy of the policy is to be attached to the signed room hire agreement.

The Dubbo Neighbourhood Centre Inc shall not be responsible for any injury, loss or damage to the person or property of the hirer, or any person in their employ or under their direction or any person attending any function organised by the hirer of the rooms.

Use of Meeting Room

The main functions for the use of these rooms include training, meetings, counselling and office work. Tables and chairs are provided and community groups using the room regularly are welcome to speak to the Centre Coordinator about providing their own storage space within the Centre, depending on the Centre's capacity to store such furniture without incurring work health and safety risks. Dubbo Neighbourhood Centre Inc also has the use of Personal Duress alarms for each meeting room.

Kitchen facilities (Conference Room)

Kitchen facilities are available in the Conference Room. Utensils such as a fridge, urn, microwave, sink, crockery, cutlery, are available for use. Cleaning materials are also provided. All groups are requested to leave the kitchen clean and tidy and to wash and put away any utensils used. Tea & Coffee can be made available for \$3.00 per head.

Electrical equipment

No connection to or interference with the electrical installation, lighting, fittings or other equipment will be allowed without permission of DNC. Room hirers are informed that if they bring their own equipment onto the premises, the equipment must abide by any overarching WHS requirements such as tagging.

Objectionable items

Certain items are not welcome in the DNC hire rooms, namely and as examples, drugs, alcohol, weapons, confetti, chewing gum, fireworks, any other illegal items etc.

Maintenance of order

The meeting room hirer is responsible for the maintenance of good order during the period of the engagement and he/she will not permit or suffer anything to be done which is disorderly or offensive.

Noise management

Hirers are to be conscious of keeping noise to a minimum.

Smoking

Dubbo Neighbourhood Centre Inc is a smoke free environment and smoking is prohibited on the premises. A designated smoking area is located on Church Street at the end of the DNC car park.

Alcohol

No alcohol consumption is permitted on the premises as a condition of room hire.

Amplified Music and strobe lighting

Amplified music and strobe lighting is not permitted on the premises.

Damage

Any breakages and/or faulty equipment should be reported immediately to Dubbo Neighbourhood Centre Inc staff. Any damages or breakages of furniture, fittings, plants or gardens, kitchen appliances, crockery or other items which have been caused by the user group must be paid for in full by the group. It is expected that all equipment will be returned to its original place and the facilities will be left clean and tidy.

Cleanliness

It is obligated that the hired room will be vacated in a clean and undamaged condition and able to be used immediately if required. At the time of booking, the hirer may point out any current conditions they feel will impede them from meeting this requirement. All goods, equipment and property brought into the Centre by the hirer or any person on his/her behalf must be removed at the end of the hiring period unless special arrangements have been made. For hire of the WAC Centre at Wingewarra Street, please refer to the attached WAC Hire Checklist.

Disputes

In the event of a dispute or difference arising as to the interpretation of the agreement or as to anything therein contained or as to the meaning of any of the terms and conditions, the decision of the Management Committee thereon shall be final and conclusive.

Attendees

DNC suggests the hirer arrange a representative to arrive at the site prior to the function to greet and direct guests. This is not the responsibility of DNC staff.

Acceptance of Conditions

Dubbo Neighbourhood Centre Inc rooms are let out contingent upon the terms and conditions outlined in this document and the payment by any person of any sum by way of rental for any such room or office space shall be deemed to be acknowledgement and acceptance by such person of the terms and conditions.

An application form must be completed before the room or office space is hired and keys released to the hirer.

Please direct any questions about these conditions or room hire arrangements to DNC reception on 02 6883 2300. Thank you.