



Lismore Neighbourhood Centre Inc. ABN 76 023 582 425

Including Community Aid and Information Centre -76 Carrington Street

P.O.Box 525 Lismore NSW 2480 Phone: (02) 6621 7397

or Fax: (02) 6622 0235

Email: info@lnci.org.au

RULES AND CONDITIONS FOR ROOM HIRE AT LISMORE NEIGHBOURHOOD CENTRE INC.

Lismore Neighbourhood centre Inc. has meeting room space available for casual hire to approved applicants. Lismore Neighbourhood Centre Inc. reserves the right to refuse room hire if circumstances dictate difficulties in organizing the booking.

Operating hours.

Lismore Neighbourhood Centre Inc. service delivery hours are from 9.30am to 3.30pm Monday to Friday.

The Cedar Room (ground floor) is available for hire between the hours of 8am and 10pm every day of the week subject to the hirer making arrangements to independently access the venue outside of the stated office hours.

Other meeting rooms are available between 9.30am and 3.30pm 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 bookings for the Lismore Neighbourhood Centre Inc. are to be made through the Centre by telephoning (02) 6621 7397 between 9.30am and 3.30pm Monday to Friday. A completed room hire application form is to be lodged with LNC and submitted prior to casual 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 rules and conditions. Payment can be made in advance or on receipt of tax invoice, depending on arrangement made at the time of booking a room.

Fees

TIME	NON-FUNDED GROUPS	FUNDED ORGANISATIONS	FOR-PROFIT ORGANISATIONS
Hourly or part thereof to closest 15 minutes (incl. G.S.T.)	\$5.00	\$11.00	\$18.00

• **Special rates available by negotiation (we support worthwhile community endeavours).**

Meeting room hire does not include membership of Lismore Neighbourhood Centre Inc. Members wishing to hire are welcome to enquire by contacting centre personnel on (02)6621 7397

One week’s notice of cancellation is required, otherwise full fee will be charged.

Keys

No unauthorised duplication of keys is permitted. For out of hours bookings keys must be picked up and signed for the day before booking date and returned immediately after event.

Parking

Parking on Lismore Neighbourhood Centre Inc premises is to be organised at the time of making the booking.

Right of Refusal

Lismore 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.

Liability

The Lismore Neighbourhood Centre Inc and Lismore City Council 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 occupational health and safety risks.

It is an expectation of the room hire that the Lismore Neighbourhood Centre Inc 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 must be removed at the end of the hiring period unless special arrangements have been made.

To gain access to meeting rooms outside agreed times in 'Confirmation of Hire' hirers must report to staff of Lismore Neighbourhood Centre Inc prior to entry. The Cedar Room access is available on weekends.

Kitchen facilities

Kitchen facilities are available in the Cedar Room. Utensils such as a fridge, kettle, microwave, sink, crockery, cutlery, are available for use on approval. Cleaning materials are also provided. Groups need to provide their own provisions including tea, coffee, milk and sugar. All groups are requested to leave the kitchen clean and tidy and to wash and put away any utensils used.

Use of office equipment

Lismore Neighbourhood Centre Inc have a range of equipment that can be made available for room hirers for a fee. This includes access to photocopying, laminator, guillotine, fax machine, TV, DVD and Data Projector. We will negotiate pro-rata hourly rate

Telephone

All room users will pay for any telephone calls made at the appropriate rate.

Electrical equipment

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

Decorations

Written permission should be obtained before any decorations, bunting, wall hangings, streamers, flags, sculptures and/or other structures can be erected. If permission to use decorative themes/objects is secured, they will be removed by the room hirers at the conclusion of the room hire period.

Rubbish

Please note that rubbish is to be divided into two categories – organics in one bin and other matter in a separate container.

Objectionable items

Certain items are not welcome in the Lismore Neighbourhood Centre Inc meeting rooms, namely and as examples, confetti, chewing gum, fireworks.

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. All meetings shall cease by 10pm.

Smoking

Lismore Neighbourhood Centre Inc is a smoke free environment and smoking is prohibited on the premises.

Alcohol

No alcohol consumption is permitted on the premises at any time, as the centre is an 'Alcohol Free Zone'.

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 Lismore 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

The room hirer must leave floors, walls, equipment and toilet facilities in a clean condition. All goods, properties or materials brought in by the hirer or any person on his/her behalf must be removed from the premises no later than the expiration of the booking unless special arrangements have been made prior to the booking being confirmed by Lismore Neighbourhood Centre Inc.

Vacating meeting rooms

The room is to be vacated within the booked time to facilitate other hirers using the facilities. The after hours hirer is responsible for closing up the room and

extinguishing all lights and securing the building safely upon exit. If the hirer does not secure the locks the hirer shall be held liable for any loss or damage to property or furniture incurred as a result of the building being left unsecured.

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.

Acceptance of Conditions

Lismore Neighbourhood Centre Inc rooms are let out contingent upon the rules and conditions outlined above 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 above conditions and stipulations.

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

Any questions?

Please direct any questions about these conditions to the LNC Coordinator on (02) 6621 7397.

***Lismore Neighbourhood Centre Inc
Rules and Conditions for Meeting Room Hire
July 2009***