



TERMS AND CONDITIONS OF VENUE HIRE

1. Standard Venue Hiring Rates

** Room rates vary slightly for enquiries via www.vennu.com.au due to processing fees.

Item	Full Fee*	Concession rate*
Worrigeer St Meeting Room 1 hire	\$22.00 per hour ½ day(4hrs) - \$66.00 Full day (8hrs) - \$110.00	\$11.00 per hour ½ day(4hrs) - \$33.00 Full day (8hrs) - \$55.00
Worrigeer St Meeting Room 2 hire (with kitchenette)	\$22.00 per hour ½ day(4hrs) - \$66.00 Full day (8hrs) - \$110.00	\$11.00 per hour ½ day(4hrs) - \$33.00 Full day (8hrs) - \$55.00
Worrigeer St Conference Room (both rooms 1 & 2)	\$40.00 per hour ½ day(4hrs) - \$120.00 Full day (8hrs) - \$200.00	\$20.00 per hour ½ day(4hrs) - \$60.00 Full day (8hrs) - \$100.00
Worrigeer St Playground	TBA	TBA
Worrigeer St Community Space	TBA	TBA
Park Rd Front meeting room hire	\$30.00 per hour ½ day(4hrs)- \$90.00 Full day (8hrs) - \$150.00	\$15.00 per hour ½ day(4hrs)- \$45.00 Full day (8hrs) - \$75.00
Park Rd Back meeting room hire	\$22.00 per hour ½ day(4hrs) - \$66.00 Full day (8hrs)- \$110.00	\$11.00 per hour ½ day(4hrs) - \$33.00 Full day (8hrs)- \$55.00
Park Rd Kitchen Hire	\$22.00 per hour ½ day(4hrs) - \$66.00 Full day (8hrs)- \$110.00	\$11.00 per hour ½ day(4hrs) - \$33.00 Full day (8hrs)- \$55.00
Laptop Hire Refundable deposit required of \$50.00	\$7.50 per meeting	\$4.50 per meeting
Projector Hire Refundable deposit required of \$50.00	\$7.50 per meeting	\$4.50 per meeting
TV usage Refundable deposit required of \$50.00	\$7.50 per meeting	\$4.50 per meeting

(*Rates include GST, **Amounts added as per fee schedule which is reviewed annually**)



2. Hire Application

- a) Approval of the application is at the discretion of Shoalhaven Neighbourhood Services Inc.'s Administrator.
- b) The Hirer will only use the venue for the purpose and activities outlined and approved in the Venue Hire Application Form.
- c) The hire may be cancelled at any time if determined necessary by Shoalhaven Neighbourhood Services Inc.
- d) The Hirer shall not sublet the premises to any other organisation/individual.
- e) The Hirer must have their own Public Liability insurance cover, and provide a copy of the Certificate of Currency to Shoalhaven Neighbourhood Services Inc. before the hire commences.

3. Key Collection and Return

- a) Keys can be collected between 9am- 3pm Monday to Friday by arrangement or at an alternatively negotiated time before the hire.
- b) Keys must be returned by 10am on the first working day subsequent to the hire.
- c) Keys cannot be duplicated. Lost keys must be reported immediately to the Manager the cost to replace the keys will be billed to the hirer.

4. Using the Venue

- a) The Hirer will not sell any products, conduct sports, games or races, use amusement devices, erect any structures or ignite any fireworks without prior approval.
- b) Smoking is not permitted within Shoalhaven Neighbourhood Services Inc.'s premises or within 4 metres of any buildings. It is the responsibility of the Hirer to ensure this condition is strictly enforced. Any cigarette butts in the surrounds of the building are to be collected and placed in the garbage bins provided.
- c) Under no circumstances is the consumption of alcohol permitted.
- d) Any noise generating equipment such as stereos or microphones are not to exceed the existing background noise level, when measured at the boundary of the nearest property, by more than 5dB(A). Other noise, particularly departure noise, is to be kept to a minimum so as not to inconvenience surrounding residents.
- e) Drawing pins or sticky tape must not be used to affix decorations or signs. Cost of removal may be charged.
- f) The venue must be vacated by 9pm should the letting period include late evening.



5. At the conclusion of the hire

- a) The venue must be vacated by the time stated in the Venue Hire Application Form or additional hire will be charged.
- b) The Hirer must leave the venue in a clean and tidy state with all furniture and other resources returned to their original positions.
- c) All rubbish must be removed by the Hirer.
- d) The Hirer is responsible for any breakages, theft or damage to the facility or equipment. Any damage must be immediately reported to the Manager who will calculate the cost of the damage and include the amount in the Hire invoice.
- e) The Hirer must ensure that all electrical appliances including lights, fans, heaters and cooking appliances are turned off and all doors and windows are locked when leaving the venue.
- f) The Hirer must enter accurate record of activity in Room Booking folder including number of people that were in attendance.

For enquiries contact: Shoalhaven Neighbourhood Services 4421 5077 – or - admin@sns.org.au