

## Berry CWA Room Hire Terms and Conditions

### Conditions relating to hiring

- i. **For particular types of hire**, such as Children's birthday parties a bond of \$50 is required. This will be refunded to the hirer after the event if the rooms are left clean, neat and tidy and there is no damage to the rooms.
- ii. **Costs for the hire of Berry CWA Rooms:**

Occasional Hire:	\$22.00 per hour
Long term Hire:	\$20.00 per hour
Full day	\$150 per day
Not-for-profit organisations:	rates negotiable

### The hirer of the rooms will be responsible for:

- i) Wiping down all surfaces, at the conclusion of the event, with sanitizer and cleaners provided by Berry CWA; after wiping down any tables and chairs used must be packed away.
- ii) Ensuring all fixtures, paintings, wall hangings and other signage is not removed from the walls.
- iii) Ensuring all lights, air-conditioner, fans and other electrical items are turned off prior to leaving the rooms;
- iv) Securely locking up the building (including all toilets) and returning the keys to the safe key lock box located near the backdoor;
- v) Ensuring the Berry CWA Branch QR code is used by all participants **or** the attendance book, provided by Berry CWA, is completed by all participants;
- vi) Ensuring the rooms are left tidy and clean;
- vii) If the kitchen is used, it must be left clean and tidy and any crockery or kitchen utensils used stacked in the dishwasher ready for cleaning. **The dishwasher must not be turned on unless the wash cycle can be completed before the hirer leaves the rooms.**

### Failure to comply with any of these conditions will result in the following

- i. If lights, fans or air-conditioners are left on the hirer will incur a fine and an invoice for \$100.00 will be issued;
- ii. If the rooms are not left tidy and clean Berry CWA reserves the right to refuse further hiring to the hirer.