



Room Hire Fees

Prices subject to annual review. Annual and multiple room bookings may receive a discount.

Entity Status	Not for Profit	Corporate
First Hour Booking	\$40:00	\$50.00
Subsequent hours	\$15:00	\$30.00
Whole House (All Day)	\$275:00	\$400.00
Birthday Parties	\$150.00	
Weekend cleaning Surcharge	\$50:00	\$50.00

Insurance – Please tick one option only

Casual Hirers Insurance may be purchased by individuals or groups that do not represent a business or incorporated association. See Terms and Conditions for more information.

- We are a business or an incorporated association and have enclosed a copy of our Certificate of Currency for Public Liability Insurance.
- We are an individual or community group hirer and require insurance cover with Clota Cottage’s casual hirer policy for \$20 per booking, or \$50 per year (indicate option required).
- Birthday Party Booking – insurance is included in quoted rate

Payment Information

- Payment may be made by cash, cheque, EFTPOS or Credit Card (Visa or Mastercard)
- Term bookings may require a deposit in advance to secure the booking
- Payment is to be made in full in advance at the start of each term, unless otherwise agreed

I acknowledge that I have received, read, and understand the Room Hire Terms and Conditions and agree to comply with the Terms and Conditions upon acceptance of this application. I also understand that completion of this application is subject to approval which will be provided in writing from Clota Cottage Neighbourhood House.

Signed Dated

OFFICE USE:

Approved: Yes / No By:	Confirmation to Room Hirer:	Room Booked in Database:
Rate:	Insurance Required: Yes / No	Invoice Total:
Invoice Number:	Invoice Sent:	Security/Access Provided: Date:
Payment Date: Payment Method:	Comments:	



Room Hire Terms and Conditions

COVID Safe Plan

Hirers agree to abide by Clota Cottage's Covid Safe Plan and any requirements and restrictions enforced by the Victorian Government at the time of the event. This may include:

- Face masks should be carried and used if government health advice to do so is in place.
- Hirer must clean high-touch surfaces prior to departure, these may include the following as per government requirements: door handles, light switches, food preparation areas, counter tops, tabletops, chair arms, bathroom surfaces, and taps.

General Hire Policy

All hire is subject to the discretion of the Clota Cottage Neighbourhood House Management. Hirers are required to adhere to Clota Cottage Neighbourhood House venue hire Terms and Conditions. The Clota Cottage Neighbourhood House Committee grants the Hirer a non-exclusive licence to use the facility (including furniture & fittings, for their usual intended purpose) in accordance with the terms of the agreement and for the period of hire that has been booked. The Clota Cottage Neighbourhood House Committee reserves the right to cancel a booking with at least 2 weeks' notice.

Hirers have the right of access to the space hired as detailed on the Room Hire Application Form.

Room Hire Rates

Room Hire Rates are reviewed annually and are subject to change from 1 July each financial year. Clota Cottage Neighbourhood House reserves the right to review hire fees at any time if required and apply the new rate to new bookings.

Weekend Surcharge

An additional fee of \$50 will be applied to all weekend bookings.

Cancellation Policy

Where cancellation is received by the Booking Officer less than 14 days prior to the hire date, a cancellation fee of up to \$50 may apply. Where cancellation is received by the Booking Officer less than 7 days prior to the hire date, a cancellation fee equal to the full Hire Fee may apply. All cancellations or requests to change the bookings must be made in writing, by mail or email, to the Booking Officer.

Public Liability Insurance

Businesses and incorporated organisations must be able to provide a copy of their Certificate of Currency for Public Liability with a cover limit of no less than \$20,000,000.

For individuals or groups, Clota Cottage Neighbourhood House can provide insurance cover (subject to conditions and exclusion) for a fee of \$20 per booking event or \$50 per annum.

Casual Hirers not eligible for cover:

- Regular hirers where their hire occurs more than 52 times a year
- Hirers undertaking certain activities such as sporting activities, markets, fairs, dances and shows, rock concerts
- Persons or groups undertaking child minding or childcare services
- No products liability for second hand electrical items or tools
- Hirers undertaking commercial activities (including where admission fee is charged)
- Participants in a festival or event not organised by Clota Cottage Neighbourhood House (cover should be maintained by the event organiser)



- Incorporated Groups or Associations: when a club or community group incorporates it becomes a 'legal person' - that is, a legal entity that stays the same even if its members change. Therefore, they are required to have their own insurances, including public liability and professional indemnity.

If any claim is made under Clota Cottage Neighbourhood House insurance policies, hirers will be charged the excess applicable at the time, usually \$250.

Building Access

All access doors have keycode access installed. You will be provided with the code to access the House five days prior to your booking.

Damage to building, equipment of any item at the venue

The Hirer must ensure that the floors, walls, windows or any parts of the Venue are not broken or pierced in any way by any nail, screw or any other means. No audio, electrical or TV installation, decorations, posters, advertisements, flags, shields, emblems or any other item shall be attached erected, fixed, hung or displayed in or on the Venue, unless approval is given in the Confirmation Letter. The Hirer is responsible for any damage to the building or any internal part of it caused by any such items. The Hirer is responsible for any damage to the Venue, including the area surrounding the Venue, fences, fittings, furniture, curtains, equipment, and other property at the Venue, that occurs during the hire period or as a result of, or in connection with, the Hirer's hire of the Venue. Report any breakage or incidents to the House Manager.

Theft/Loss/Damage

The Hirer releases, to the fullest extent possible at law, the House from any liability for any loss of, damage to or theft of any property or equipment owned by the Hirer or any third party at the Venue.

No Smoking Policy

Smoking is not permitted within the building or grounds. The Hirer must ensure that all visitors understand this policy.

First Aid

Room Hirers should provide their own First Aid Kit.

Heating and Air Conditioning

The House has heating and air conditioning split systems throughout. Instructions and remote controls are affixed to the walls. All heating and cooling must be turned off prior to departure.

The ideal room temperature is around 20-21 degrees. To avoid damage to heaters/coolers, please ensure heating is set no higher than 23, and no lower than 19 for cooling. Setting at extreme temperatures will not increase the speed at which the room heats/cools. This will put stress on the unit. Adjust the fan speed rather than the temperature to heat the room to a comfortable temperature. Allow up to 15 minutes for the unit to start to work effectively after turning on.

Decorations

Permission to hang or display decorations may be granted on a case-by-case basis. Written approval should be sought. Any decorations must be adhered and removed to ensure no damage is done to walls, doors, windows or other fixtures. All decorations and adhesive must be removed at the end of the event without causing damage to walls or ceilings. Should decorations be used without permission, and subsequent damage repairs may be passed on to the hirer.



Equipment

The Community Room and Training Room contains a microwave and coffee making facilities.

The Long Room contains tables and chairs, and some children's tables and chairs.

Kitchen: Some basic kitchen equipment is available in the community kitchen including crockery, cutlery and coffee mugs, utensils, a small number of baking trays and pans and plastic platters. Hirers must wash, dry and put away after use.

Exclusions

- Noise: Please respect other users of Clota Cottage and our neighbours particularly in relation to noise. Music must be kept at a reasonable volume. Amplified music is NOT permitted. Music must finish before 10:30 pm on Fridays and Saturdays and 10:00 pm from Sundays to Thursdays.
- There are no barbeque facilities provided.
- Candles are not permitted to be used indoors, without authorisation by the Manager.
- Jumping castles or animal farms are **not** permitted on the grounds including garden and car park.

Cleaning

- It is expected that the venue is returned clean and neat, as it would have been found.
- Ensure all rubbish is put into the outside Council bins.
- Cleaning items available for hirer use include dishwashing liquid, cloths, brooms, dust pans and brush, mop, bucket and floor cleaning liquid, vacuum.
- An additional fee (\$100 minimum) may be applicable if the venue is left in an unacceptable state of cleanliness requiring additional cleaning or rubbish removal.

Before leaving the Neighbourhood House

- Hirers must ensure all rooms used are clean and tidy. This includes wipe benches and tables, return chairs and tables to their original location, sweep and mop floors if required and tidy the rooms.
- The playground must be double-checked to ensure there is no litter. and belongings are taken.
- Remove all decorations and take rubbish home or dispose in garbage bins.
- Turn off kitchen equipment, lights, heater/air-conditioner. Please wait to ensure AC/Heating units have fully turned off.
- Lock and secure all external doors. When locked, PIN pad left light will be Amber.
- Vacate the premises promptly at the end of your hire time. A post-hire check will be conducted.

Statement of Commitment to Child Safety

All venue hirers are required to observe child safe principles and use appropriate behaviour towards and in the company of children while participating in activities, or using services, at Clota Cottage Neighbourhood House as set out in Clota Cottage Neighbourhood House Child Safe Code of Conduct, downloadable from our website on the Policies Page.

Children on the premises **must** be adequately supervised by an adult at all times.