



CONDITIONS OF USE AGREEMENT:

1. HIRING:

- 1.1 The "Conditions of Use Agreement" must be read by the House user/hirer.
- 1.2 Woodend Neighbourhood House rooms are available for hire between 8am and 10pm daily.
- 1.3 The Committee of Governance reserves the right to accept or decline an application to hire the facilities.
- 1.4 A bond may be required from some user groups
- 1.5 Rooms to be used for the agreed use only and only rooms hired may be used.

2. FEES:

- 2.1 Fees will be charged in accordance with our current fee schedule. In the event of any hire charge increase, the rate will remain as confirmed at the time of booking until a new term begins.
- 2.2 Invoices will be sent in advance, either by month or term, as agreed with the manager.

3. CANCELLATION POLICY:

- 3.1 In the event of cancellation, a refund is available up to 48 hours before the hire start time.

4. CLEANING:

- 4.1 The House is hired on the agreement that the hirer is responsible for leaving the facilities in a clean and reasonable condition.
- 4.2 A fee of \$40 per hour will be charged to the hirer if the room is not left in a clean and reasonable condition.

5. EQUIPMENT:

- 5.1 All meeting room have tables and chairs that should be left as they were found.
- 5.3 A white board may be available for use. Only white board markers must be used. Please clean boards after use.
- 5.3 All personal property must be removed from the House as the facilities are used extensively. Woodend Neighbourhood House accepts no responsibility for loss damage or theft of any property/items left or brought to the premises.
- 5.4 The House has equipment for hire, such as a projector. If a user wishes to use these during their hire period, this must be organised in advance. A fee is required. No equipment may be removed from the House premises, unless previously arranged.
- 5.5 Permission is to be obtained by the hirer prior to bringing any electrical equipment into the premises.
- 5.6 If the kitchen is required in connection with a booking, it should be organised at the time of the room booking.

6. INSURANCE:

- 6.1 Woodend Neighbourhood House has Public Liability insurance, this does not cover external hirers and it is expected for all hirers to have their own public liability insurance. Hirers will be required to present a copy of their insurance to the house prior to using. Individual hirers should be aware that they will be held responsible and liable for any damage or injury caused by their activities or equipment.
- 6.2 The duty of care associated with the activity is solely the responsibility of the group conducting the activity.

7. ANIMALS:

- 7.1 With the exception of "assistance dogs" no animals are permitted on the property.
- 7.2 Animals must be securely tied up outside the House and owners are responsible for cleaning up and making right any mess or damage done by their pet.



8. SMOKING:

8.1 Smoking is not permitted within the property of Woodend Neighbourhood House or the Hub grounds.

b DAMAGES:

Any damage caused to Woodend Neighbourhood House or its equipment will be paid for in full by the person/group responsible. Serious damage will be reported to the Police. The Committee of Governance reserves the right to terminate arrangements with hirers who damage the property, who make a nuisance or whose behaviour is unacceptable.

10. HOUSE SECURITY:

10.1 The House has an alarm system and key safe entry for after-hours access. If users need to gain access to the building for after-hours bookings, arrangements should be made with the House staff.

10.2 Under no circumstances are users to reveal the alarm or key access codes to ANY other person.

10.3 Security call-outs associated with user error (tripping the alarm) will be charged to the hirer.

10.4 No access is permitted to any person to the reception and office areas of the House.

11. COVID-19:

11.1 Hires must abide by the Woodend Neighbourhood House's current COVID-19 policy and ensure all their members or customers also are aware and abide by the policy.

11.3 It is the hirers responsibility to wipe down their space and all areas and equipment used with disinfectant both before and after use.

NOTE TO ALL HIRERS:

Bookings are not confirmed until you receive a confirmation from Woodend Neighbourhood House.

Should a double booking occur, the Woodend Neighbourhood House will be guided by our Strategic Direction to accommodate groups who meet and fit in line with our Vision and Mission. We will advise you should we not be able to accommodate your request and work with you to find an alternate time.

This document was last updated on the 25th November 2022