

Room Hire Terms and Conditions

Any reference to MCC within this agreement shall be a reference to the Meredith Community Centre.

1. The booking of a room or rooms entitles the hirer to the use of that room or rooms as nominated, and not to any other part of the centre other than toilet facilities and tea making facilities.
2. The use of and access to the rooms the subject of this agreement shall be limited to the times as specified in this agreement, unless otherwise agreed by MCC in writing.
3. The premises shall be used only for the purposes as specified within this agreement.
4. It shall be the hirer's responsibility to ensure compliance with all aspects of the law, including occupational health and safety and the Victorian Commission for Gambling and Liquor Regulation. MCC reserves the right to require the hirer to obtain relevant permits/licences which it deems appropriate.

Cleaning:

- The areas you hire must be left as you found them, for the next group. Please return all tables, chairs and other furniture placed in their original positions.
- If necessary floors are to be swept and benches cleaned and wiped down. Please advise us at the time of booking if you are likely to require any cleaning equipment we can direct you to where it is stored.
- Failure to clean hired areas may incur an additional fee.

Conduct:

- It is important that all groups and individuals are aware that we all have a responsibility to each other and should behave harmoniously and in a responsible manner at all times whilst within the Centre.
- It is expected that all property will be treated with the upmost respect and courtesy.
- Strictly no smoking, drugs or alcohol on the premises.

Damages:

- Please report ALL damages, faulty equipment or any problems to the Centre Coordinator as soon as possible.
- The hirer will be a charged for ANY damages incurred to the facility or its equipment.

Limit of Hire:

- The hirer is only entitled to use the part of the facility that they have requested and agreed to by signing the Room Hire Application form.
- The room will only be available during the agreed upon times as indicated on the Room Hire Application form. Any alterations to these times require prior approval.
- The Hirer must not sub-let to any other group.

Security:

- The hirer is responsible to make sure all internal and external doors and windows are locked and to secure the building upon vacating (if outside of normal operating hours).

Thank you for booking the Meredith Community Centre. We trust you will enjoy using our facility.

If you have any enquires or concerns please speak to a staff member