

Terms and Conditions of Hire

Korumburra Meeting Room*

Korumburra Library, 136 Commercial Street, Korumburra
(*wheelchair accessible)

About the Room

- Room is 825m²
- Projector screen only (no video or projector available)
- Whiteboard
- 20 chairs, table, 40 stackable chairs, 3 trestle tables
- Kitchen – fridge, stove*, microwave, 2 urns, cups and saucers, cutlery

**The meeting room is not a registered health premises, therefore, the stove, etc., cannot be used for heating of food.*

Bookings

- Confirmation of booking is subject to room availability
- Bookings are only taken for up to a 3 month period
- The room cannot be sub-let and must be used for the purpose stated
- The hirer must vacate the room no later than the time booked for
- No one may occupy the building after midnight, and no loud music is permitted after 11pm.
- Bookings for aerobics are to be made outside of library hours
- Bookings cannot be made for the selling of goods

Costs

Community and non profit organisations – Free

Business or private organisations - \$102.00 per day / \$57 half day (including GST)

A Tax Invoice will be forwarded at the time of booking and payment is to be made at our Leongatha office in person or by mail at least 2 weeks in advance of booking.

Keys

Collection: Keys are to be collected from the Korumburra Library during library hours. Outside of these hours they can be obtained from the Korumburra Video Shop, 31 Commercial Street, Korumburra.

Return: Keys are to be returned to the point of collection by the next business day. If outside library hours they can be placed in the library night return box.

Library Hours

Monday	10:00 am - 12:30 pm 1:30 pm - 6:00 pm
Tuesday	1:00 pm - 5:00 pm
Wednesday	10:00 am - 12:30 pm 1:30 pm - 6:00 pm
Thursday	10:00 am - 12:30 pm 1:30 pm - 6:00 pm
Friday	1:00 pm - 5:00 pm
Saturday	10:00 am - 1:00 pm

Decorations / Displays / Property

Posters and the like are not to be placed on the walls or windows. Display materials, ie display boards, will need to be provided by the hirer. The hirer may decorate the room on the condition all decorations are removed by the hirer at the end of the function and no damage is incurred to property. The room is to be returned to its original state prior to hire, ie no items are to be left on the premises, as any **costs incurred by Council in the removal of items will be forwarded on to the hirer**. South Gippsland Shire Council accepts no responsibility for damage or loss of goods, merchandise or materials left at its venues prior to, during or after the function.

Parking

Parking spaces for two (2) vehicles are available at the back of the Library building. Off street parking is also available.

Smoking

Smoking is **not** permitted in South Gippsland Shire Council buildings.

Cleaning

General cleaning is included in the venue hire. An additional fee may be charged where an event generates cleaning beyond the normal level.

Catering

A permit is required from Council's Environmental Health Unit (5662 9200) if food is served for a fee, reward or part of a promotion. The sale of alcoholic spirits or beverages is **not** permitted. However, if alcohol is served as a reward or part of a promotion a permit is also required. A minimum of seven (7) days is required prior to the event. The hirer shall ensure that its staff, contractors and participants comply with all liquor licensing laws, including the avoidance of drunkenness or inappropriate behaviour and especially prevent consumption of alcohol for any persons under the age of 18 years. Catering can be organised through a catering service or the hirer can provide supplies.

All rubbish and bottles are to be removed from the room at the end of the event. Additional cleaning charges will be imposed as a result of excessive rubbish.

Compliance

The hirer and invited guests will conduct the event in an orderly manner in full compliance with South Gippsland Shire Council policies, ie Occupational Health and Safety, and within all applicable laws.

When leaving the premises the hirer must ensure that all doors and windows are securely locked and all guests have vacated the building.



Acceptance of Conditions

Korumburra Meeting Room

Please complete the following details in acceptance of the specified booking conditions and return to:

**Customer Service
South Gippsland Shire Council
Private Bag 4
Leongatha 3953**

Name of Organisation/Group:.....

Contact Name:.....

Date of Booking:.....

Time of Booking:.....

I
(please print)

the hirer or on behalf of the hirer, confirm the details stated and agree to the Terms and Conditions as outlined.

Name (please print):.....

Signature:.....

Date:.....