



# Korumburra Meeting Room

## TERMS AND CONDITIONS OF HIRE 2017

### Korumburra Community Meeting Room\*

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

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This document sets the condition of hire of the Korumburra Community Meeting Room. Council reserves the right to set or vary policy in respect of hire and to alter the terms and conditions of hire as, and when, Council determines appropriate.

#### A. TERMS OF HIRE

##### 1. ABOUT THE ROOM

- Room is 825m<sup>2</sup>.
- Projector screen only (no video or projector available).
- Whiteboard.
- Kitchen – fridge, stove, microwave, 1 urns, cups and saucers, cutlery.
- 4 movable partitions that can be used for screen or pin boards.

##### 2. BOOKINGS

- Confirmation of booking is subject to room availability.
- Bookings are subject to change.
- Bookings are only taken monthly.
- 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.

### 3. COSTS

- Non-Commercial Community Groups – Free - Incorporations able to provide you with their 'Statement of Purpose' and 'Rules'. Within the 'Rules' the windup clause must state that any assets of the incorporation be distributed to charities and not to the members. Failure to provide the relevant documentation will result in a commercial charge. A copy of this documentation is submitted to Council with all end of the month debtor invoice requisitions for non-commercial use.
- Commercial or Private bookings, please contact Council on 5662 9200 for the current fees and charges.

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.

### 4. 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 to Thursday	10:00 am – 5:30pm
Saturday	10:00 am - 12:00 pm

### 5. 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.

## 6. PARKING

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

## 7. SMOKING

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

## 8. CLEANING

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

## 9. CATERING

In Victoria, all commercial businesses, community groups, and individuals who prepare, store or handle food for sale must be registered with their municipal Council.

If you intend to provide food for sale at your meeting, function or event, please contact Council's Environmental Health Team to discuss your intention further and obtain registration if required. Food for sale includes food provided in the price of an entry ticket (i.e. dinner dance). 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.

## 10. DO YOU NEED A LIQUOR PERMIT?

All events where alcohol is served and money transacted in the form of direct sales, admission charged, raffle tickets sold, auction conducted, or any other fundraising activity during the event, are required by law to have a temporary liquor permit. Clubs with current and valid liquor licenses can organise for a temporary extension. For others, permits can be applied for and received online at: [http://www.vcglr.vic.gov.au/home/liquor/new+applicants/apply/apply\\_for\\_a\\_temporary\\_limited\\_licence](http://www.vcglr.vic.gov.au/home/liquor/new+applicants/apply/apply_for_a_temporary_limited_licence). The Victorian Commission for Gambling and Liquor Regulation (VCGLR) will determine, on application, if Responsible Serving of Alcohol (RSA) qualified staff are required to be in attendance.

## 11. COMPLIANCE

The hirer and invited guests will conduct the event in an orderly manner in full compliance with South Gippsland Shire Council policies, i.e. 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.

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.



# Acceptance of Conditions

## Korumburra Meeting Room

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**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:.....