



Community Learning Centre Booking Form

Please complete the form and return to Community Hub Inc. 34 Connor Street Colac or email to admin@communityhubinc.org.au as soon as possible.

User Group	
Contact Name	
Address	
Phone	
Mobile	
Email	
Billing Address Email or Post	

All accounts are payable within 30 days

For a single booking you will be invoiced shortly after your session.

For more frequent bookings, how do you wish to be invoiced?

Monthly	Quarterly	Annually

Catering

Tea & Coffee – To be provided by the user group (urn and refrigeration available) unless you have included this in the booking information.

External catering – Users may organise their own external catering. If applicable, please provide the following information:

Arrival Time: _____ **Name of Caterer:** _____

Tables and Chairs

Users are allowed to move tables and chairs to their requirements, but must return them to their original positions at the conclusion of your booking.

I agree to the terms and conditions for the Community Learning Centre as outlined on the separate page given to me.

Signature: _____ **Date:** _____



Charges

Requirements	Date, Day, Hours		COST	No. of Sessions	Tick if required	COST
HALF DAY: e.g. 8:00 – 12:45pm or 12:30 – 5.00pm		Not for Profit organisations	\$66			
		Private Organisations (Profit making)	\$132			
FULL DAY e.g. 8:00am – 5.30pm		Not for Profit organisations	\$132			
		Private Organisations (Profit making)	\$170			
EVENING After 5pm.		Community Groups	\$22			
		Not for Profit organisations	\$66			
		Private Organisations (Profit making)	\$132			

Extras:

Item	Cost					
Up to 8 x PC's and/or wifi access	\$50 per session					
Up to 5 laptops	\$10 each per session	No. Required:				
Overhead projector with screen and sound system	\$10 per session					
Tea, Coffee and Milk	\$3:00 per person	No. Required:				
TOTAL COST						

Cancellation – Any cancellation of room hire is the responsibility of the hirer. Notice of cancellation must be provided to Community Hub Inc within 3 days of the confirmed booking or full payment of fees will still apply.

Terms and Conditions for the Community Learning Centre:

All groups accessing the Community Learning Centre are required to adhere to the following Terms and Conditions of Use.

Security

- Groups are advised that security cameras are installed for safety purposes and record vision only. Footage is viewed by authorised staff members.
- Keys must be collected only by the nominated contact person during office hours only.
- Keys must be returned to the office on day of use or after hours into the drop box located on the Tool Bank door.
- Loss or damage of keys must be reported ASAP. The hirer will be charged with a fee to cover the replacement of new locks and keys.
- Content on Community Learning Centre PCs is deleted regularly. Users are responsible for saving their own files onto your own USB devices. CHI does not to accept responsibility for user's files or generated data. All users must comply with our email and internet usage policy.
- Any incident deemed to be a civil or criminal offence, for example, theft, damage and/or violence will be followed up with the individual/group and referred to the relevant legal authority. Compensation for loss or damages will be sought.

Health and safety

- Any near misses or incidents must be reported to Community Hub Inc. including damage to property and/or equipment. This should be done in writing via email admin@communityhubinc.org.au or delivered in person to 34 Connor St Colac within office hours, or to PO Box 14 Colac.
- The entire Community Hub precinct including the Community Learning Centre is a smoke, alcohol and drug free facility. Anyone wishing to do so must exit the property onto Connor or Miller Streets and remain 5 meters away from the entrance.

Before exiting the building, all groups are to ensure the following checklist is completed

- Wash, dry and put away all crockery (*cleaning products can be found in the locked cupboard below the sink. The key is located on a hook, on the noticeboard above the sink*)
- Wipe down all tables and return furniture to original position
- Sweep floors
- Place rubbish in recycle and household bins provided (outside)
- Turn off heater/air conditioner, urn and all equipment (ie, computers, data projector)
- Check all sliding doors and windows not in use are closed and locked.
- Close all curtains and/or blinds AND turn off lights
- Check that the door you exit and toilet door are both locked before you leave/or drop your key in the drop box.

Casual users please note:

Once the room is locked, keys and any correspondence can be placed into the drop-box on the Tool Bank door, or returned to the office at 34 Connor Street Colac during office hours.

I agree to these terms and conditions.

Signature: _____

Date: _____

Community Hub Inc reserves the right to disallow any group or user if they fail to adhere to the terms and conditions as outlined in this document.