

# BARKLY SQUARE

## ROOM HIRE INFORMATION PACKAGE

***Package contains:***

*Terms and Conditions of Hire*

*Room Hire Rates*

*Additional Fees and Charges*

*Checklist*

*Application Form*

## Barkly Square Terms and Conditions of Hire

### Between:

BGT Jobs and Training (Management of Barkly Square) and person and/or organisation who has made application to hire a space (Hirer).

The Hirer agrees to abide by the terms and conditions as specified below:

### 1. Application

- a. Applications for room hire are made by completing the Booking Form.
- b. Charges for use of the facility must be paid before the hire date or in the case of ongoing use, by arrangement with the Booking Officer.
- c. A signed booking form is conclusive evidence that the Hirer accepts these conditions of hire.
- d. The right to accept or refuse the application is at the discretion of the Booking Officer.
- e. In the event that this application is rejected, all monies paid will be refunded immediately.

### 2. Cancellation

- a. The Hirer may cancel their booking by written notice to the booking officer at any time before the hire date.
- b. All monies will be refunded to the Hirer upon receiving written notice of the cancellation less a \$20 cancellation fee.
- c. The Booking Officer may cancel the booking by written notice to the Hirer at any time before the date of hire if the Booking Officer becomes aware that any event, good or service proposed to be held or provided by the Hirer is objectionable, dangerous, is prohibited by law or would be otherwise detrimental to the organisation.

### 3. Hirer's Liability

- a. The Hirer may be asked to pay a bond at the discretion of the Booking Officer upon acceptance by the Booking Officer of the Hirer's application. The bond will be refunded in full provided that no damage is done to the facility and the facility is left clean and tidy.
- b. The Hirer must not damage any part of the Building, its installations, fittings and/or fixtures.
- c. Nothing is to be attached to the walls, floors, curtains or any part of the buildings without the express permission of the Booking Officer.
- d. Permit into the Building should be no more than the expected number of guests specified on the application form.
- e. Allow guests and/or staff to enter areas of the Building other than the Space/s specified by the Booking Officer.
- f. Bring into the Building any flammable materials or light or maintain a naked flame, unless written permission provided by the Booking Officer.
- g. Use the Space/s or any part of the Building for any purpose except the event described in the application form.
- h. Should any damage occur, liability for this cost will rest with the Hirer.
- i. The Booking Officer's assessment of the condition of the premises at the conclusion of the period of hire shall be final.

- j. Prices are subject to change without notice.
- k. Room capacity follows current Government guidelines for COVID-19, as this is a fluid situation this is subject to change without notice.

#### **4. Disputes**

- a. In the case of any disputes arising, the decision of the BGT Jobs + Training will be final.

#### **5. The Hirer's obligations**

- a. The Hirer must ensure adult supervision at all times for groups including children aged 16 years and younger. The Hirer must comply with the Working with Children Act 2005.
- b. The Hirer must ensure the stairways and lifts are used only for the purpose of accessing space/s and ensure no running on stairways and corridors.
- c. The Hirer acknowledges that they have inspected the Facility and warrants that it is suitable for the Hirer's purpose.
- d. The condition of the hired Space/s should be left in the same condition as the Hirer found it and a nominated security person, shall ensure the building is left secure and safe at the end of an event which is outside Barkly Square Office hours (See Building/Room Hire Checklist)
- e. The Hirer must not breach any of these Conditions of Hire.
- f. Use of the facility by the Hirer is at the risk of the Hirer at all times.
- g. No sales of any kind are permitted without prior approval.
- h. The Hirer is aware that the Facility is in a residential area and that all persons attending the Facility must refrain from any behaviour, which could be reasonably construed as disturbing the neighbours or infringing on a person's property and/or rights.
- i. Noise must be contained within the requirements of the council.
- j. The Hirer agrees to park in designated parking spots.
- k. The organisation accepts no responsibility for private property left in the Facility.
- l. Should the Hirer lose their key card, liability for this cost will rest with the Hirer.
- m. Additional charges may occur for damage; call out fees, or excess cleaning.
- n. The Hirer must ensure that all their staff and clients are aware of the Terms and Conditions of Hire.

#### **Kitchenette Facility**

- a. If Kitchen Facilities are to be used, benches and appliances must be left in a clean and tidy condition.
- b. No food or drink may be left in the Facility and/or accompanying amenities.
- c. All rubbish must be removed from the Facility and placed in the appropriate bins.

#### **Alcohol & Drugs**

- a. Approval for the consumption of alcohol may be withheld at the discretion of the booking officer.

- b. Under no circumstances shall liquor be sold until approval from the booking officer has been obtained and the necessary liquor permit is sighted at the time of obtaining the key to the facility and payment of the bond.
- c. Normal liquor regulations apply. Alcohol is not to be served to guests under 18 years of age.
- d. No drugs or illegal substances are to be consumed or brought into the facility.

### **Smoking**

Smoking is not permitted in the Facility; users of the facility must use the designated smoking area near Carpark 1, under the pergola.

### **Security**

The Booking Officer reserves the right to require security at any event. Security charges will be met by the Hirer.

### **Insurances**

The Hirer warrants that they hold Public Liability Insurance for a cover of at least Five Million Dollars (\$5,000,000) for any one event, and the Policy shall be current at the date of hiring.

The Hirer shall have WorkCover Insurance for all its employees and for those for whom it has responsibility while such persons are in the building or in the Space/s.

### **Workplace Health and Safety**

The Hirer must comply with all laws, regulations, by-laws, Government or regulatory orders applying to the Space/s and the Building and ensure that its employees comply with all Occupational Health and Safety Laws including, but not limited to, the Occupational Health and Safety Act 2004.

### **Electrical Appliances**

The Hirer must ensure all appliances and electrical cabling are Tested and Tagged in accordance with AS/NZS 3760:2010 before using them within the building.

### **Bond**

There maybe a Bond applied to the booking, this will at the Booking Officer's discretion.

### **Indemnity**

The Hirer hereby indemnifies BGT Jobs and Training from all liability caused directly or indirectly from the Hirers use of the Space/s, or access to any part of the Building and any breach of this Agreement by the Hirer.

### **Confirmation of Acceptance**

By completing the Online Application Form, you hereby agree to and accept the above Terms and Conditions of Hire without change.

## Room Hire Rates

Room	Capacity	Tenant Rates/Not for Profit Rates are inclusive of GST	External Rates Rates are inclusive of GST	Minimum Booking
Conference Room	14 Persons	Room Hourly \$30 Daily (7hrs plus) \$150	Room Hourly \$40 Daily (7hrs plus) \$210	2 hours
Training Rooms (1 and 5)	18-25 Persons	Room Hourly \$35 Daily (7hrs plus) \$210	Room Hourly \$45 Daily (7hrs plus) \$270	2 hours
Computer Lab / Training Room 4 (if needing use of computers)	20 Persons	Room Hourly \$35 Daily (7hrs plus) \$210	Room Hourly \$45 Daily (7hrs plus) \$270	2 hours
Community Space	Up to 50 persons	Hourly Rate \$40	Hourly Rate \$50	
Courtyard	Up to 60	Hourly Rate \$35 Both Courtyard & Community Space \$55	Hourly Rate \$45 Both Courtyard & Community Space \$75	
Theatre	110 persons	Room Hourly \$40 Daily (7hrs plus) \$240	Room Hourly \$50 \$300 (7hrs plus)	3 hours
Meeting rooms (x3)	2-3 Persons	Room Hourly \$20 Daily (7hrs plus) \$120	Room Hourly \$30 Daily (7hrs plus) \$180	2 hours
Art Wall Space		FOC	FOC	Min - 1 week Max - 1 mth
Short Term Office Space	Various	Prices on application	Prices on application	

KITCHEN	Capacity	Rates are inclusive GST	Minimum Booking
Rates	28 – 55 persons maximum (dependent on density quotients)	<b>Tenants/NFP Orgs</b> \$40 per hour  <b>External</b> \$55 per hour	2 hours
Additional Cleaning Charge	This will be applied if the premises is not returned to original state of cleanliness and hygiene.	\$120	Single charge

## Barkly Square Fees and Charges

Item	Indicative price (inclusive of GST)	Notes
<b>Tea and Coffee facilities</b>	\$2.50 per expected guest	Cost covers the urn, cups, tea/coffee and milk
<b>Out of hours booking</b>	Additional \$20 hourly rate	If booking is required after 5.30pm
<b>Admin and Cleaning</b>	\$30 (event dependant)	Depending on room set up and potential cleaning required after the booking.
<b>Call-out Fee</b>	\$80 minimum	Out of hours emergency call out
<b>Marketing Services</b>	To be discussed with Marketing team	Creating marketing material for your event
<b>TV hire</b>	\$20	Use of TV screen to connect with USB or laptop
<b>Round tables and table cloths (in community space)</b>	\$12 per table cloth	Cost includes cleaning and pressing table cloths

## Checklist

**The condition of the Space(s) should be left in the same condition as the Hirer found it:**

- Return chairs & tables to their original positions
- Remove rubbish and leave space(s) tidy
- Wash dishes and wipe down benches and appliances (if kitchen facilities used)
- Turn off heaters (Theatre heating in cupboard near stairs in community space)
- Turn off fans
- Lock windows/doors where applicable
- Advise reception of your departure (when out of hours 5pm – 8am)
- Return keys/cards to reception (if required)
- Arm building (if instructed)
- Ensure external doors are fully closed behind you when you leave**

## Important Information

**Evacuation Process – please also see attached map**

- Evacuation alarm is located behind reception area
- To activate alarm, lift cover and press centre
- Alarm will sound and Sectrol will be notified
- If safe to do so call emergency services
- If safe to do so get emergency evacuation bag located in cupboard behind reception and under evacuation alarm and vacate the building through the nearest safest exit
- Direct everyone in the building to evacuation assembly point and wait for emergency services
- Call emergency services if they have not been called
- Take a roll of attendance at emergency assembly area
- Call after hours contact

### After Hours Contact

Emma Hart (Operations and Facilities Manager) – 0492 925 931

Graham McMahon (CEO) – 0418 990 018

### First Aid

First aid kit and defibrillator is located in reception.

### The process to arm/disarm alarm system (if advised by Booking Officer)

If use of facility in out of general business hours is required, you will need to request a security code from facility manager. The process to arm and disarm security is below:

Enter code (code supplied by Booking Officer if required)

- Press **on** or **off**
- Press number 0
- Press enter

Sectrol is our security provider in the case they are needed to be contacted their contact number is: (03) 5329 0800

25-39 Barkly Street, Ballarat, Vic 3350

P: (03) 5333 8600, [www.barklysquare.org.au](http://www.barklysquare.org.au)

## Functions/Meetings - Booking Form

### Contact Details

Contact Name/s	
Business Name	
Name of Event	
Address	
ABN	
Business Phone	
Mobile	
Email	

### Requirements

Date/s	
Times	
Numbers	
Tell us more about your planned event (i.e. do you require - Catering, Audio/video equipment etc...)	

**Please note:** Bookings confirmed, upon return of this booking form.

Please submit the following form to [bookings@barklysquare.org.au](mailto:bookings@barklysquare.org.au).

Signed: \_\_\_\_\_