



# Willis Room Conditions of Hire

WHITEHORSE  
CENTRE

Please read all of the **Conditions of Hire** below before signing this document and the **Event Order Confirmation**. Failure to comply with any of the following conditions may result in additional charges.

## 1. Booking

- 1.1. Tentative bookings can be made by phone or email; a contract will then be forwarded to you.
- 1.2. The booking will be confirmed on receipt of the completed and signed contract and requested deposit / security deposit.
- 1.3. If a signed contract is not received two weeks prior to the event date, Council reserves the right to cancel the booking.
- 1.4. All charges, fees and expenses incurred by Whitehorse City Council including, but not limited to, administrative costs, debt collection agency fees and legal costs and expenses will be met by the hirer for non-payment of account.

## 2. Payments

- 2.1. The hire charge is payable upon receipt of a Whitehorse City Council invoice.
- 2.2. In addition to the hire fee, hirers may be required to pay a security deposit of \$300, payable at time of booking.
- 2.3. If applied, the security deposit will be deducted from the hirer's final invoice, and any residual deposit value refunded, provided all conditions of hire have been satisfactorily fulfilled.
- 2.4. The deposit may be used to cover the cost of repairs/replacements, extra cleaning or exceeding room usage hours.

## 3. Cancellations

- 3.1. If a booking is cancelled within one month of the hire date, a cancellation fee of 25% of the room hire will apply.
- 3.2. For cancellations less than 2 weeks prior a 50% cancellation fee will apply.
- 3.3. For cancellations less than 48 hours prior, the full room hire will apply in addition to any catering that has been booked and any additional staff requested.

## 4. Articles Lost, Damaged or Stolen

- 4.1. The Council, its staff or agents shall not be liable for any loss or damage sustained by the hirer, or any person, firm or corporation entrusted to or supplying any article or thing to the hirer by reason of any such article being lost, damaged or stolen.
- 4.2. The hirer hereby indemnifies Whitehorse City Council and its officers against any claim made by any such person, firm or corporation in respect of such article or thing.

## 5. Insurance

- 5.1. The hirer of any portion or portions of building shall not do, or neglect to, or permit to be done, or left undone anything which will affect Whitehorse City Council's insurance policy or policies relative to Public Liability and /or Assets Insurance in connection with the building and the hirer hereby agrees to indemnify Council to the extent that such policies are affected through any such act, error or omission.
- 5.2. The hirer shall not hold Council liable for damage to property or bodily injury (which expression includes death or illness) that may be suffered by any person arising out of or in any way connected with the hire of the premises and the hirer shall indemnify Council in respect of any action, suit, claim and demand property or bodily injury that may be suffered by any person by reason of an accident or happening in any way connected with or arising out of hire of the premises.
- 5.3. **Hirers must have Public Liability Insurance to the value of a minimum of \$20,000,000 current at the time of the hire of the venue, and are to supply the Centre with a copy of the Certificate of Currency on confirmation of the booking.**
- 5.4. Hirers are responsible for workers compensation or similar insurance over their servants or voluntary workers and for all insurance coverage on goods and services they cause to be brought into the room. No responsibility will be borne by the Whitehorse Centre or Council for any goods and services owned by any hirer.

## 6. Consumption of Alcohol & Food

- 6.1. Alcohol may not be consumed on Council premises without the prior consent of Council.
- 6.2. If alcohol is to be consumed, please advise the Event Services Supervisor who will forward the appropriate form.
- 6.3. A person must be nominated who will be responsible for ensuring Liquor Laws are adhered to, including:
  - Alcohol is served in a responsible manner
  - Alcohol is not served to an intoxicated person
  - Alcohol is not served to a person under the age of 18 years
- 6.4. If alcohol is to be sold, either directly or indirectly, it will be necessary for you to also apply to the Liquor Licensing Commission for a Limited License.
- 6.5. All food and drink provided in the Willis Room must be consumed within the room.
- 6.6. An additional cleaning charge will be imposed if refreshments are taken in to the Civic Centre foyer.



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## 7. Room Usage

### 7.1. Hours of Use

- The room will be opened and closed by Council staff at the times listed on the Event Information Form.
- The room will not be opened to guests/organisers arriving early without consent of the hirer (as additional charges may apply).
- When booking the room, the hirer should allow time for set up, catering preparations and clearing up (as appropriate) within the access and vacate times specified.
- Failure to vacate the room at the time specified may result in an additional charge to the hirer.

### 7.2. Room Entry

- Outside normal Council business hours, entry and exit from the room is via the door in the south east corner of the room and the main entry glass doors leading into Council reception area will be locked shut.

### 7.3. Spaces Included

- Hire of the Willis Room includes the room and its lobby only.
- The Council reception area is not included, and this area is to be used only for accessing the toilets.

### 7.4. Evacuation Protocols

- Council has reviewed the emergency and evacuation procedures for the Willis Room.
- Business hours: if the alarm is sounded and you are not advised that a test is underway, please follow the directions announced on the public address system. An Area Fire Warden will be in the vicinity if you require assistance.
- Outside business hours: Emergency Procedures and Evacuation plan maps are located on the external door in the Willis Room. Please contact the Duty Officer and follow the emergency procedures.

### 7.5. Room Capacities

- The maximum capacity of the room is 80 people in a theatre style setting (Room is 108m2)
- The use of trestle tables for catering, in-room guest registrations or displays reduces this capacity.

### 7.6. Standard Room Set Up

- The standard room set up is theatre style with the chairs facing the head of the room.
- Alternative set up styles available are limited to workshop, exhibition or u-shape.
- Any request for a non-standard room set-up must be approved by Council prior to confirmation of booking.

### 7.7. Standard Equipment

The following equipment is included in standard room hire:

- AV: Data projector, wall mounted screen, whiteboard, PA system, Wi-Fi.
- Kitchen: 60 cups/saucers (drink stirrers available - no cutlery provided), hot water urn, domestic fridge, commercial dishwasher.
- Furniture: 8 trestle tables, 3 small square tables, 70 chairs and lectern. All furnishings and fittings to be left as found.

### 7.8. Cleaning

- Hirers are required to remove any items brought into the room, including any extraneous matter caused by such items.
- Is used, crockery is to be washed in the commercial dishwasher (2 minute cycle).
- Council staff will be responsible for drying and returning items to storage.
- Additional cleaning required or damage caused may result in an additional charge.

## 8. Not permitted

- 8.1. Smoking and naked flames are not permitted in the room (detectors are fitted).
- 8.2. Amplified music is not permitted without prior approval of the Venue Sales Officer.
- 8.3. Animals are not permitted in the room, with the exception of registered service and companion animals.

## Acceptance of Conditions of Hire

**I have read, understood and agree to the terms and conditions stated in these Conditions of Hire.**

*Whitehorse City Council's Privacy Policy is available via: <https://www.whitehorse.vic.gov.au/privacy-statement>*

<b>Hirer Signature</b>		<b>Date</b>	
<b>Print Name</b>		<b>Organisation</b>	