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ROOM HIRE CONDITIONS OF USE

Morawa Community Resource Centre (Morawa CRC) is a not-for-profit organisation that offers social, educational and recreational courses/programs to community members, as well as acting as an agent to provide a number of ancillary services to the Morawa Community. The premises of the Morawa CRC are located at 36 Winfield Street Morawa, in a building with rooms that are available for hire to government, business community and general public. The Morawa CRC Room Hire Policy forms the basis of the Conditions of Use.

ROOM HIRE CHARGES

Room hire charges will consist of an hourly or daily rate for the room hire. Room hire rates will commence from time of setting up until and including cleaning up time. Please refer to Fee Schedule or Room Hire Booking Form for current Room Hire Charges and allowable discounts. Variations to rates are not allowed.

BOND

All hirers are required to pay a bond for the hire of Morawa CRC rooms. Bond money will be returned when the Morawa CRC management is satisfied that the hirer has met the requirements stated in the Conditions of Use. Bonds must be paid in cash or by direct deposit to the Morawa CRC's account (BSB 036101, Account Number 126897) before collection of the key is allowed. Cheques will not be accepted. In the case of any portion of the bond being retained for breach of the Conditions of Use it will incur GST of 10%.

APPLICATIONS FOR ROOM HIRE

General:

All requests for room hire must be made in writing using the Room Hire Booking Form. The Hirer, having signed the form, undertakes to comply with the Conditions of Use. All enquiries and 'day to day' matters concerning Morawa CRC are to be done at the Morawa CRC Office during business hours. A booking will not be confirmed unless a completed booking form is received.

Short Term Hire (less than 5 days)

Bookings will not be held unless full payment is received prior to the function. If payment is not received, staff will assume that the booking has been cancelled. Hirers that have an account already with the Morawa CRC may elect to be invoiced for the hire fees, but bonds must still be paid in cash or received by direct deposit before collection of the key is allowed. Accounts with the Morawa CRC are governed by the Morawa CRC Accounts Receivable Policy, which can be obtained upon request from staff.

Long Term Hire (5 days or more)

Long term hirers may elect to be invoiced for the hire fees, but bonds must still be paid in cash or received by direct deposit before collection of the key is allowed. If the hirer does not hold an account with the Morawa CRC prior to the application for room hire, and elects to be invoiced for the hire fees, an Account Application must be completed, returned and approved by the Morawa CRC before the booking will be accepted as being held. During the long term hire of the room(s), conditions of the Morawa CRC's Accounts Receivable Policy must be met or the hire of the room may be cancelled by Morawa CRC management. Should this situation arise, the hirer will be liable for all costs the Morawa CRC should incur to evict the hirer, including removal of hirer's belongings, cleaning or repairs.

BUILDING ACCESS

The Morawa CRC staff will issue a key to the hirer and/or nominated other responsible person at time of bond payment. The Morawa CRC staff will walk the hirer through the building access procedure when the key is picked up. The Morawa CRC staff will advise the hirer of the location of the light switches, heating/cooling controls and amenities.

NOISE LEVEL/FINISHING TIME

Morawa CRC building is situated in a residential area and therefore Morawa CRC request that all hirers respect our neighbours. It is the responsibility of the hirer to ensure that the noise emanating from the function does not cause public annoyance and that all noise pollution regulations are complied with. All amplified noise (music/microphones) must be ceased by:

- Sunday to Thursday 9.30pm
- Friday to Saturday 11.00pm

The premises must be vacated by:

- Sunday to Thursday 10.00pm
- Friday to Saturday 11.30pm

These times are not negotiable

The applicant and nominated other responsible person will remain on site throughout the function and be responsible for function behaviour.

CLEANING & RUBBISH

The Cleaning Checklist is to be completed before and after the function by the hirer and a Morawa CRC representative. The hiring party is responsible for leaving the building in a clean and tidy condition, including the rear outdoor patio area if any conference room facility is hired. All rubbish is to be removed by hirer including glass and function rubbish, or bond will not be returned. Basic cleaning products are provided by the Morawa CRC, located in the rear kitchenette. A vacuum cleaner and outdoor blower vac is available for use and staff will make these available to the hirer. The hirer is to otherwise provide their own plastic garbage bags and other cleaning products as they require.

All surfaces, including office equipment, tables, chairs and sinks are to be wiped clean. All floors are to be swept, vacuumed and mopped if dirty. Rear outdoor patio area (if used) is to be swept clean and cigarette butt disposal unit is emptied. All brooms and cleaning equipment/materials are to be returned to kitchen or respective storage area.

All chairs and tables used in the conference room are to be stacked against the wall after wiping. Urn is to be emptied and switched off if used. No drawing pins or other materials which will puncture walls, floor or other surfaces are to be used. (Blu-Tac is

recommended.) All decorations are to be removed; including all balloons, sticky tape and pieces of string (Blu-Tac is recommended). No decorations are to be placed on airconditioners or light fixtures. Confetti and chewing gum is not permitted in the Morawa CRC building.

If cleaning instructions are not adhered to the bond money will not be returned.

ALCOHOL & DRUGS

The serving of alcohol at a function is the responsibility of the hirer. Morawa CRC does not condone the serving of alcohol to minors and insists liquor laws are adhered to.

Any group planning to sell alcohol must apply to the Department of Racing, Gaming and Liquor for the appropriate license. No drugs or illegal substances are to be consumed or brought into the premises. Anyone found to be using or conducting illicit activities will be removed from the facility and reported to the police.

SMOKING

The Morawa CRC building is a non-smoking environment. Smoking is not permitted anywhere inside the building and bond will be forfeited if presence of smoking inside the building is identified. Should the hirer permit its guests to smoke outside the building, it is the responsibility of the hirer to ensure cigarette butt disposal bin is emptied and no cigarette butts are left on the patio or surrounds.

KITCHEN & FOOD SAFETY

For hire of the conference room facilities, the kitchenette is included in hire, which is on a shared basis should only the rear office and/or cupboard room be hired. For hire of the internal office room, the main kitchen is included in the hire, on a shared basis. The Morawa CRC is not responsible for the food handling practices of the hirer. It is the responsibility of the hirers to comply with all safe food handling regulations and acts. Should the hirer engage the services of a catering company, the catering company is responsible for complying with all safe food handling regulations and acts. Any group planning to sell food to either their members or the general public must apply to the Shire of Morawa for the appropriate permit(s).

ENTERTAINMENT (For Conference Room Hire)

The hirer is welcome to provide external entertainment suitable within the confines of the conference room and conditions of use. Morawa CRC management must be advised if the hirer intends to use external entertainment and a copy of their public liability insurance must be supplied with the Application for Hire form.

GENERAL

Morawa CRC is not liable for damage to or loss of equipment or food belonging to hirers. All hirers are to respect the rights of others including equipment and belongings. Hirers are required to set-up and stack away furniture as required. All breakage and damage must be reported promptly to Morawa CRC staff during ordinary business hours, so that repairs and/or replacements can be organised. Compensation for damage will be required and the bond may be forfeited. The hirer is responsible for removing any spillage throughout the hire. Children are welcome but must be fully supervised by an adult at all times whilst in the facilities. This includes the hallways and toilets. Groups wishing to gamble on the premises must apply to the Department of Racing, Gaming and Liquor for the appropriate permit. All emergency exit doorways and passageways should be left clear at all times. If fire alarms are set off during function hire, the hirer may be responsible for any call out

fee. Any hired equipment (ie tables, chairs, juke boxes,etc) to be removed immediately after the hire has concluded. No equipment to be left for collection the next day.

A copy of any permits required to be provided to Morawa CRC Manager prior to function.

Note: Management reserves the right to review fees for room hire, to have discretionary powers over access and to set any special conditions it sees appropriate provided they fit within the aims and objectives of Morawa CRC's Statement of Purpose.

Cleaning Check List for Room Hire

(To be completed prior to and after hire)

Item	Before Function		After Function	
	Morawa CRC Rep	Hirer	Morawa CRC Rep	Hirer
Key Collected				
Access Procedure Demonstrated				
Location of Light Switches Advised				
Heating/Cooling Appliances Demonstrated				
Location of Cleaning Equipment Advised				
Condition of Room (n/a if not required)				
• Floors				
• Walls				
• Kitchen				
• Toilets				
• Outdoor Area				
• Hallways				
• Rubbish Removal				
• Cigarette Butts in Outdoor Area				
Key Returned				

Other Comments:

Signed:

Morawa CRC Representative

Hirer

Name _____

Name _____

Date _____

Date _____