

SECCA

Shirley Hannan Project Space

Conditions of Hire

Bookings

Online on the SECCA website. All booking payments are charged to a valid credit card at the time of booking. If you require an invoice please contact SECCA directly. secca@begavalley.nsw.gov.au

Cancellations

Cancellations are made online using your booking ID. Refunds will be issued for cancellations up to 48 hours prior to the booking. A 50% cancellation fee will be charged for any cancellation within 48 hours.

SECCA reserves the right to refuse any booking or to cancel a booking already made and will refund the hirer any monies paid to SECCA. SECCA will not be liable for any loss, injury, damage or otherwise in consequence of exercising its rights.

Fees

Charges for the Meeting Rooms are calculated according to Bega Valley Shire Council's Fees & Charges Schedule which is current for each financial year. All fees and charges are GST inclusive.

Council has the right to set out special conditions and hire fees for any activities or functions not covered in the current Fees & Charges Schedule.

Insurance

Commercial/Community Associations: All registered clubs, incorporated organisations or commercial enterprises hiring Council facilities must provide a copy of their Certificate for Public Liability of at least \$20 million.

Public Liability Insurance is required for all of the following:

- Profit making/commercial activities
- Associations of any kind
- Incorporated Bodies
- Tutoring

Please email a copy of your Public Liability Insurance at time of booking to secca@begavalley.nsw.gov.au

Set-up

The Shirley Hannan Project Space are set up in a workshop style by default. If you require a different layout you will need to arrive early enough to make changes. The hirer must return the room to the default boardroom layout at the end of their booking. Please ensure you allow sufficient time within your booking period for setup and pack down so you do not impact on the next booking. For a fee, SECCA staff can set up the space for you prior to arrival, see Schedule of fees & charges. Do not take equipment or furniture from the room without talking to SECCA staff first.

Conditions of Use

- All NSW Public Health orders must be followed.
- Loss or Damage to Property: It is the responsibility of the hirer to pay for any loss or damage to property, walls of the building, furniture, fittings, appliances or equipment. The decision of Council staff as to the amount payable shall be final and binding upon the hirer. It will be either replacement or repair cost, whichever is applicable.
- Hiring times are to be strictly adhered to so as not to inconvenience other users. The Hirer shall ensure that all persons have vacated the meeting room by the finishing time agreed to, as stated on the booking form. Please allow time within your booking for set up and pack down of the room.
- The walls, and any other part of the building, shall not be pierced by tacks or other fasteners, nor shall any writing, adhesive tape, blu tac or similar reusable & non-reusable adhesives be used on the walls, unless first discussed and agreed to with SECCA staff.
- It is the hirer's responsibility to maintain proper order by participants of their function in the area hired and its surrounds.
- Advertising: No advertising of any description shall be permitted upon or in any part of the premises or grounds unless approved by SECCA staff.
- Smoking is not permitted on SECCA or Council premises.
- Bega Valley Shire Council shall not be responsible for, or incur any liability in respect of, any loss occasioned to the hirer through accident of any kind or failure of the power or other facilities or any other unavoidable cause.
- Alcohol is not permitted for any functions in the meeting rooms without appropriate licenses and notifications to authorities, copies to be supplied to SECCA staff.
- Neither Bega Valley Shire Council nor any of its officers shall be in any way responsible or incur any liability for any damage to or loss of any property.
- The use of any sound equipment is prohibited without the permission of SECCA staff.
- The use of the meeting rooms does not constitute an endorsement by Council of any organisation's policies and beliefs.
- Emergency Exits and doorways must remain clear at all times.
- When directed by staff to leave the building, evacuation procedures must be strictly adhered to.
- Fire safety equipment must not be used except in case of fire.

Council reserves the right to declare the meeting room unfit for use or occupation at short notice and will not be liable for any inconvenience caused.

Project Space must be left in a clean state, all rubbish to be placed in bins provided. Any damage must be reported as soon as possible. Any additional cost and expense incurred by Council in cleaning the facility will be recovered from the Hirer. (Refer to Fees and Charges Schedule)

In the event of any dispute or difference arising as to the interpretation of these Terms & Conditions or as to the meaning of them, the decision of Council staff shall be final & conclusive.