

# Council Managed Meeting Rooms



## CONDITIONS of Hire and Use for

*By completing and signing the “Application for Meeting Room Bookings” the Responsible person listed accepts all conditions and understands they are financially responsible for any damages or breakages.*

**Eagle Point Foreshore Hub – Meeting Room** – additional conditions and general information at the bottom of these conditions also apply to these room bookings.

### 1. Application

The right to use or hire a meeting room is subject to East Gippsland Shire Council receiving a completed application and payment for meeting room by the group, organisation or individual.

### 2. Hire Fees

Hire fees will be in accordance with the Schedule prepared by the East Gippsland Shire Council for the annual budget and are payable at the time of booking or payment as arranged (e.g. invoice)

### 3. Bond

A bond may be required for some meeting room bookings and is refundable upon a satisfactory inspection of the rooms after the hire time.

### 4. Overstaying set time

If the meeting room is not vacated by the said time, future bookings may be cancelled and or extra fees may be charged.

### 5. Cancellations

If you no longer require the meeting room, you must provide Council with two (2) business days' notice to obtain a full refund. You may not receive a refund if your cancellation period is less.

Requests for refunds are to be emailed to [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au), refunds may take up to 4 weeks to be processed.

### 6. Obstructions

The applicant will meet the regulations, under the *Health Act* and *Victorian Building Regulations* regarding Public Buildings for the prevention of overcrowding and obstruction of any part of the building.

### 7. Assignment

Users or hirers that are given permission to use a meeting room cannot change the use of the room to another organisation or group.

### 8. Adult supervision

Users or hirers under the age of 18 must have the application, referred to in Clause 1, filled in by an adult who will be supervising the meeting or activity. The person whose signature appears on the application is subject to these terms and conditions and are financially responsible for any damage.

#### Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)

# Council Managed Meeting Rooms



## 9. Animals

No animals are permitted inside meeting rooms other than registered assistance animals.

## 10. Gambling

No game of chance, whereby directly or indirectly money is passed as a prize, shall take place in meeting rooms.

## 11. Refusal to grant hire

An East Gippsland Shire Council staff member has the right to refuse the use or hire of a meeting room. A staff representative has the authority to cancel any booking and return any fees.

## 12. Behaviour and good order

The hirer shall be responsible for making sure all the rules are followed and for the maintenance and preservation of good order in the building throughout the time of use. No insulting language, disorderly behaviour or damage to property shall be allowed in any part of the building.

## 13. Signage/Displays/Decorations

No notices, signs, banners, advertisement, etc. are allowed to be attached to walls, doors, windows or any other part of the room or fittings and furniture without permission of an East Gippsland Shire Council officer.

## 14. Smoking/Vaping

Smoking and Vaping is not permitted in any East Gippsland Shire Council building, these activities must be at least 10 metres away from Council buildings.

## 15. Disputes

In the event of a dispute or difference arising out of the interpretation of these conditions, or of any matter contained therein, the decision of an East Gippsland Shire Council officer will be final.

## 16. Cleanliness

The hirer is responsible for leaving the space used in a clean and tidy state, and ready for the next hirer. Rubbish is to be taken away from the premises, floors cleaned, dishes washed, dried, and put away with kitchen facilities clean and clear.

A cleaning fee starting at \$60.00 may be charged if room/s is not clean after hire. Basic cleaning supplies will be provided, but the hirer may need to provide own supplies.

## 17. Damage

The hirer is financially responsible for any damage or breakage caused during the hire period to the floors, walls, windows or any other part of the building, fittings or furniture, other than expected normal wear and tear.

This also includes kitchen supplies such as crockery and cutlery. Please report any damage or breakage to Council as soon as possible.

## 18. Use of Council equipment

### Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)

# Council Managed Meeting Rooms



Some meeting rooms are provided with technical equipment, such as electronic white board, roof mounted projector, large screens with connectivity and more. The hirer is financially responsible for any damage or breakage to this equipment during hire other than normal wear and tear.

## 19. Determination

If the user or hirer commits, permits or allows a breach or default in the performance and observance of any of these conditions, the East Gippsland Shire Council may terminate permission to use the rooms and ask the user or hirer to leave.

## 20. Consumption of Alcohol

Alcohol is permitted in the meeting rooms; all hirers must comply with the relevant Victorian Government Liquor Legislation and Regulations which regulates the supply and consumption of liquor in Victoria. The hirer is to ensure good behavior and good order as per Clause 12.

## 21. Entry access to the meeting room

Entry access will be provided 10 minutes prior to the hire starting time for all meeting rooms. If earlier access is required, then additional time needs to be booked and paid for.

## Eagle Point Foreshore Hub – Meeting Room

Special conditions and additional information

### 1. Outside areas

The outdoor deck and grassland in front of the facility including the foreshore are shared public spaces and are not part of room bookings.

BBQ's and gas bottles cannot be used in the outdoor spaces, other than facilities already supplied in the neighbouring camp kitchen.

### 2. Outdoor Deck

The outdoor deck is a shared public and café space and is not part of the meeting room hire agreement and is not available to be added to the meeting room booking.

- Grass and Foreshore Area

The foreshore and grassed areas on the water side of the meeting room are not part of the room bookings, if a hirer wishes to use this space for a ceremony, an application for Wedding Ceremony on Council Land is required. (go to Find a Form, on Council website)

- Amphitheatre / Stage

The amphitheatre/stage is available to use and requires a separate application for - Community Site Booking Bairnsdale and Paynesville found on Councils website. There is no cost to use this space and power is available. Key to be collected from the Foreshore Caravan Park Reception. A key deposit may be required.

### 3. Cooking and catering

This facility is designed as a meeting and activity space. The Meeting Room has a small kitchenette supplied with basic crockery and cutlery for approx. 30 people, a bar fridge, microwave and hot water for tea making (Tea, coffee etc not supplied).

Catering can be brought into the room, but cooking is not permitted.

#### Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)

# Council Managed Meeting Rooms



Kitchenette to be left clean and clear at end of hire.

## 4. After hours bookings

To be respectful to residents and Caravan Park guests, after-hour bookings require your event to be finalised by 10pm, seven days a week. This is to minimise the impact from music, general noise and attendees leaving the venue etc.

## 5. Room / People Capacity

The total number of people who can occupy the room is 89 maximum. The room capacity ensures safety for all users.

## 6. Bond

A bond will be required for some types of bookings, such as but not limited to 16, 18 and 21 birthday parties. The bond is refundable upon a satisfactory inspection of the room after the hire time. If there is damage or room is left unclean, a quote will be sourced for repairs and cleaning and the bond may be retained in full and additional costs may be charged to the hirer.

## 7. Heating and Cooling

The hirer will manage the temperature using the controls and instructions provided and must ensure the systems are turned off after their hire.

## 8. Furniture

Furniture is to be put back in place against the walls, the same arrangement as when you arrived, in preparation for the next hirer.

- Tables - 14-fold down trestle (each table seats 6 people comfortably)
- Chairs - 50 stackable chairs (to be returned to trolleys post use)

Please report any damage to the Caravan Park, or the Customer Service Team on 51 539 500 or to [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)

## 9. IT and connectivity availability

Free limited Wi-fi is available in and may be accessible on the outdoor deck. Instructions on how to access are displayed in the meeting room. The meeting room has a large screen that requires users to **provide their own HDMI cable** to plug in to use. A sound bar connected to screen (audio may be upgraded, but not available yet)

### Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)

# Council Managed Meeting Rooms



## 10. Cleaning

Hirers are responsible to clean the room after their hire:

- A broom is in the concertina wall cavity for the floors, if a mop is required, ask the Eagle Point Caravan Park reception or hirer may need to bring own cleaning supplies outside Park hours.
- Basic kitchen cleaning supplies available.
- Tables and chairs are to be wiped clean.
- A professional clean will be done approximately once a week to maintain the facility, hirers are still required to clean after each use to ensure the room is clean for the next hirer.
- A cleaning fee starting at \$60 will be charged if the room is not left in a reasonable clean and usable condition.

### **To access the Hub meeting room:**

You need to collect the swipe card and key from Council's Corporate Centre, located at 273 Main Street Bairnsdale, between 9am to 5pm from Monday to Friday. You can collect the swipe card and key a couple of days prior to your reservation if that is convenient.

**Please return** the swipe card and key as soon as possible after your booking, to the Corporate Centre, you can drop them off after hours in the mail chute, located to the left-hand side of the front doors.

Please note that if you do not return the swipe card and key you may incur a replacement cost.

### **Privacy Statement**

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)

# Council Managed Meeting Rooms



## Application for Meeting Room Bookings

### Applicant details

Organisation name:				
Person responsible:				
Postal address:				Postcode
Phone number: Home:		Work:	Mobile:	
Email address:			Fax:	

**Note:** Depending on the type of event being conducted, some of these rooms may require a \$200.00 bond to be paid at the time of booking.

Which meeting room would you like to book?	
<input type="checkbox"/> Lakes Entrance meeting room	<input type="checkbox"/> Paynesville Community Hall
<input type="checkbox"/> Orbost Bemm meeting room	<input type="checkbox"/> Paynesville kitchen
<input type="checkbox"/> Orbost Brodribb meeting room	<input type="checkbox"/> Paynesville meeting room 1
<input type="checkbox"/> Omeo meeting room	<input type="checkbox"/> Paynesville meeting room 2
<input type="checkbox"/> Omeo training room	<input type="checkbox"/> Paynesville meeting room 1 & kitchen
<input type="checkbox"/> Mallacoota meeting room	<input type="checkbox"/> Paynesville office
<input type="checkbox"/> Eagle Point meeting room	
Type of function:	
Number of people coming to event:	
Will alcohol be available: <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be selling alcohol: <input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be serving food: <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be selling food: <input type="checkbox"/> Yes <input type="checkbox"/> No
Attach copies of permits needed: (Liquor licence, community food selling, safe food handling) Note: permits/licences need to be on hand during your booking, including responsible serving of alcohol if relevant	

### Date/s and Time/s required:

Date 1: ____/____/____	Time: From ____ To ____
Date 2: ____/____/____	Time: From ____ To ____
Date 3: ____/____/____	Time: From ____ To ____
Date 4: ____/____/____	Time: From ____ To ____
Date 5: ____/____/____	Time: From ____ To ____
If you have more dates to book, please attach a separate sheet listing dates and times.	

### Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)

# Council Managed Meeting Rooms



Are you booking on behalf of a Community Group or Not For Profit Company?

☐ Yes ☐ No

Insurance: Please attach a copy of insurance and complete the information below

Insurer name:

Policy number:

Policy expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Sum insured: (minimum \$20 million public liability insurance)

I/We agree we have read all the conditions for the meeting room bookings. We will not hold East Gippsland Shire Council responsible for any action, cost, claim, charge, expense or damages which may happen from the use of this booking.

Signature:

Name:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Office Use Only:

Receipt Type: \_\_\_\_ Receipt number: \_\_\_\_ Payment method: ☐ Cash ☐ Cheque ☐ Eftpos ☐ Credit Card

Amount Paid: \$ \_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Application processed by: \_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Outlook calendar updated ☐ Yes ☐ No

Bond received: ☐ Yes ☐ No Amount: \$ \_\_\_\_ Manual receipt number: \_\_\_\_

Key issued: ☐ Yes ☐ No Key number: \_\_\_\_

Key returned: ☐ Yes ☐ No Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Staff Name: \_\_\_\_

## Contact Council



03 5153 9500



[feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)



[eastgippsland.vic.gov.au](http://eastgippsland.vic.gov.au)



PO Box 1618, Bairnsdale 3875

## Customer Service Centres:

- **Bairnsdale:** 273 Main Street
- **Lakes Entrance:** 18 Mechanics Street
- **Mallacoota:** 70 Maurice Avenue
- **Omeo:** 179 Day Avenue
- **Orbost:** 1 Ruskin Street
- **Paynesville:** 55 Esplanade

### Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)