

LEETON MULTIPURPOSE COMMUNITY CENTRE – 3-5 Wade Avenue Leeton
FEE SCHEDULE: 2021/2022

These hire fees support the operational costs of the Centre including electricity, security, ground maintenance, general cleaning, insurance, rates, water, maintenance – pest control, air conditioning, also wear and tear.

Area	Use	Rate (Inc GST)		
		Community	Corporate/ Private	
Individual Hall (CWA Hall or Gordon Hall)	Weekday: Mon – Friday	Half day – 4hrs or less	\$ 46.00	\$122.00
		Full day	\$ 66.00	\$165.00
	Weekend: Sat - Sunday	Half day – 4hrs or less	\$ 46.00	\$144.00
		Full day	\$ 66.00	\$201.00
Small Meeting Room	All times	Up to 2 hours	\$ 30.00	\$ 51.00
		Half day – 4hrs or less	\$ 45.00	\$ 89.00
		Full day	\$ 60.00	\$121.00
Large Kitchen	All times		Nil	Nil: When used in conjunction with other hired space
Large Kitchen	All times		\$ 43.00 - \$ 58.00	\$ 65.00 - \$ 93.00
Combined – Halls (CWA Hall & Gordon Hall), small meeting room & kitchen	Weekday: Mon – Friday	Half day – 4hrs or less	\$ 89.00	\$240.00
		Weekend: Sat – Sunday	Half day – 4hrs or less	\$89.00
			Full day	\$132.00
Office Spaces	Permanent or Casual basis	By negotiation-consider period of use, size of room, use of the general facility and flexibility to share. Completion of a formal agreement will be required prior to occupation.		
Hire of any of Council's facilities requires a refundable bond			\$200.00	

MEMBERSHIP RATES:

Community Membership

becoming an annual member means:

- *Access to the facility at discounted rates (up to a maximum level)
- *Having free access to the main kitchen whenever needed.
- *Being able to view, make and amend bookings via the online booking system.
- *Having the option to use a community storage space if required (an additional charge applies)

The conditions for membership are:

- Memberships require annual payment upfront and commence each year from 1st March. Those who seek membership after this date will be offered a pro-rata rate based on the months remaining up to the following 1st March.
- Memberships entitle the hirer to the booking of one room at the facility within each booking. It does not provide hirers with full access to the facility within each booking. Usage of extra spaces will incur an additional fee.
- Maximum levels of discounted use apply. Any use after the maximum level is reached will be levied at regular community rates.
- There will be no refunds for any hire that is not used.
- A hire agreement outlining the conditions of hire will need to be completed and signed by an authorized representative of the group.

Membership Levels and Costs:

Name	Purpose	Cost per Year	What it allows
Level 1	This supports groups who hold monthly meetings	\$144.00	Allows use at the discounted rates up to the membership cost. Hire in excess of this will be at the usual community rates.
Level 2	This supports groups who hold between one to three meetings/workshops in a month	\$424.00	
Level 3	This supports groups who hold regular weekly group gatherings	\$836.00	
Storage Spaces	Individual locked storage is available for a reasonable amount of items in regular use by groups	Small \$ 64.00 Large \$ 86.00	Allows items to be stored on site*

* Individual storage will be allocated on a "first in" basis until capacity is reached.

Items for storage should be those that are crucial to the operation of the group's activities.

It is not the intention that this space be used as an archive facility or a home for seldom used equipment.

LEETON MULTIPURPOSE COMMUNITY CENTRE – 3-5 Wade Ave Leeton

HIRE AGREEMENT

In signing this document, you are agreeing to treat the facility and the equipment with care and respect.

Significant amount of money has been spent on refurbishment with much of the facility restored to its original condition.

Remember: A bad hire experience has the potential to affect all users of the facility.

1. Application

- a. Applications for use of the multipurpose areas within the Centre are made by completing all details on the hire agreement.
- b. Hire fees can be paid on booking at Council, alternatively users will be invoiced at the end of the month.
- c. A signed hire agreement is conclusive evidence that the hirer accepts these conditions of hire.
- d. Council reserves the right to accept or refuse the application at its own discretion and to cancel any regular bookings should there be any breach of the conditions of hire at any time.
- e. In the event the application for the booking is rejected, all monies paid will be refunded.

2. Cancellation

- a. A booking may be cancelled with at least two weeks' notice, whereby there will be no charge and the monies held can be either refunded or credited towards another booking.
- b. Cancellations of less than 2 weeks' notice will incur a \$20 cancellation fee.
- c. Hire fees for bookings that have been cancelled with less than 48 hours' notice will **not be** refunded.

3. Hirer's Liability

- a. Council reserves the right to charge a bond should it deem that the identified usage warrants it.
- b. The hirer must not do or allow anything to be done that may cause damage to any area of the facility that the hirer has access to.
- c. Nothing is to be attached to the walls, floors, blinds, or any part of the facility.
- d. Should any damage occur, the assessment by Council staff will be final and immediate steps will be taken to rectify or reimburse for the damage sustained to an acceptable level.
- e. A fee will be charged for any lost keys or security swipes – which may include costs for replacement of door locks if necessary.

4. Condition of the Facility

- a. The hirer acknowledges that they have inspected the relevant area for hire and warrants that the facilities are suitable for the hirer's purpose.
- b. The condition of the area hired should be left in the same condition as it was found. Any damage noticed before the hire commences should be notified to the officer in charge at Council.
- c. The hirer will ensure that all areas accessed for the purposes of the hire are left clean and tidy - this includes appliances and equipment used in either of the kitchens or kitchenette.
- d. The hirer acknowledges that charges will apply for any additional cleaning that is required as a direct result of their hire activity.
- e. All rubbish is to be removed from the hire areas and placed in the bins provided.
It will be the responsibility of the hirer to remove excessive rubbish that cannot be accommodated in the bins provided.

Leeton Multipurpose Community Centre Hire Agreement

5. Use of the Facilities

- a. The hirer warrants that the hire will be for the stated purpose in the Hire Agreement and for no other.
- b. Sub-letting of any area of the facility is not permitted.
- c. No sales of any kind are permitted without prior approval.
- d. The hirer will ensure that all persons accessing the hired area will refrain from any behavior which could be reasonably construed to be disturbing or infringing of a person's property or rights in relation to other users of the facility and of neighboring properties.
- e. The hirer shall take the necessary steps to ensure that noise emitted from the facility (including outdoor areas) does not cause annoyance to nearby residents.
- f. It is the responsibility of the hirer to ensure that all doors and windows in the areas accessed are secured- including the setting of the security system before leaving the grounds.
- g. Council accepts no responsibility for private property left in any area of the facility.
- h. The hirer is to return all keys and security swipe to Council the following working day unless prior arrangements have been made.

6. Smoking and Alcohol Requirements

- a. Smoking within the entire Leeton Multipurpose Community Centre is prohibited.
- b. Permission must be obtained for the consumption of alcohol at any activity or event held at the Centre.
- c. Requirements of liquor licensing must be adhered to where necessary including RSA.

PLEASE TAKE NOTE THAT IN COMPLETING THE FOLLOWING SECTION YOU AGREE TO ADHERE TO THE HIRE CONDITIONS, NOT COMPLYING WILL RESULT IN A BREACH OF CONTRACT.

Full Name of Person Responsible for Hire	
Mailing Address	
Organisation. (if applicable)	
Contact Phone Number	
Email address	
Date/s of Hire (for casual hirers)	
Indicate level of Membership. Community Groups ONLY (refer to fee schedule for cost of each level)	Level 1 - \$144 Level 2 - \$424 Level 3 - \$836 Small Storage - \$64 Large Storage - \$86
Purpose of Hire	
Agreed Hire Charge	

By signing this agreement, you acknowledge that:

- You are the person responsible for this hire.
- You have read and agree to the "Conditions of Hire" as set out above.
- You have paid the agreed hire charge in full.
- That you will return all keys and security swipes at the conclusion of the hire.

Signature: _____

Date: _____

OFFICE USE ONLY	
Paid	\$
Date	
Receipt No	