



2018 ROOM HIRE RATES & MEMBERSHIP FEES

ANNUAL MEMBERSHIP TYPES				
\$140 For Profit				
\$70 NFP Groups / Organisations				
\$15 Family / Individual				
\$10 Platinum Club / Concession				
ROOM SECURITY BONDS				
\$250 (business hours)				
\$500 (After Hours)				
KEY BOND (Regular Room Hirers Only)				
\$150 p/set				
HOURLY ROOM HIRE RATES				
For Profit		Not for Profit (NFP)		
Weekday	Weekend	Weekday	Weekend	
Community Hall (Capacity 130people)	\$49	\$55	\$40	\$45
Learning Centre (Capacity 50people)	\$33	\$40	\$25	\$30
Children's Room (Capacity 26people)				
Kitchen (Commercial Use)	\$25 – Off Peak			
SURCHARGES				
\$50 – Late Payment Fee (Payment not received within 14 days of Invoice Date)				
\$30 – Failure to turn off air conditioning / urn / lights				
\$30 – Failure to pack away tables, chairs and other materials				
\$50 – Cleaning fee for unclean rooms				
Cost of Room Hire – Cancellation Fee (within 7 days of booking)				
\$150 – After Hours Callout				

Please read on for full processes, terms and conditions

2018 REGULAR ROOM HIRE TERMS & CONDITIONS

1. Bookings

- Forms must be read and completed in full.
- Room Hire can only be offered in agreement with our terms and conditions.
- Room Hire will not be offered for events such as 13th, 16th, 18th & 21st Birthday Parties, Bachelor/Bachelorette Parties, New Years Eve parties or any similar functions.
- We reserve the right to decline applications at our discretion.
- All cancellations within 7 days of Room Hire will be required to pay the Room Hire cost.

2. Payments

- Key & Equipment Bonds must be paid prior to your booking.
- All room hire fees must be paid in advance for General/One Off Room Hirers. Regular Room Hirers will be charged at the beginning of the month for the previous month.
- **Failure to pay invoices within 14 days of issue will result in a Late Payment Fee being charged and may result in cancellation of future bookings.**

3. Keys

- Loss of keys results in a charge of \$150.
- Keys must be collected during Office Hours – Mon – Thurs from 9:00am – 3:00pm, the day before the Room Booking or, in the case of weekend bookings, on the Thurs prior during office hours

4. Room Hire

- Commercial Room Hirers must have their own Public Liability Insurance
- Room Hirers are responsible for obtaining any permits such as: Liquor/Food Permits if either are required
- Your booking time must include your setting up and packing away time. Rooms are often booked back to back. Rooms must be vacated on time. Spot checks will occur throughout the year and excess time will be charged for.
- You may only use the room allocated to you. Accessing other rooms in the Centre for which you have not booked will be considered unlawful entry.
- Respect other users of the Centre.
- You must secure the Room you hire at the end of your hire period. DO NOT allow others to access the Rooms. If they are authorized to use the Room, they will have a Key to access the Room

5. Security Bond

- A Bond is required for all Regular Room bookings, please refer to the attached fees and charges.
- A Security Bond is required in the form of valid Credit Card details in case of damage/lost keys for General/One Off Room Hirers. This card will only be charged in the event of damage or loss of property.
- Bond monies (for Regular Room Hirers) will be returned after lodgment of a Bond Return Form and payment in full of any outstanding monies.
- If any damages to the building or property occur during your booking (or if you arrive to damage) it is essential for you to make detailed notes or take photographs. If damages are likely to affect the security of the building or safety of other users, the Centre Manager should be called on 0407 191 009. If a staff member is required to attend the Centre due to damage caused by a Room Hirer a call out fee of \$150 will be charged.

2018 REGULAR ROOM HIRE TERMS & CONDITIONS

Continued

6. Bond Return Continued

- Where cleaning & repair costs exceed the Bond amount held, the Room Hirer is responsible for paying the excess.
- LCC equipment must be returned to a secure location. Loss of items will incur a charge at full replacement cost.
- The following are additional items which may incur a breach of bond:
 - Failure to clean room after booking
 - Failure to turn off lights or air-conditioning
 - Failure to pack away furniture
 - Failure to remove your rubbish from your room and playground
 - Use of outdoor toy shed

7. General

- All Room Hire Processes must be adhered to as listed in previous the document.
- Keep noise levels within the Noise Abatement (Neighbourhood Annoyance) Regulations. We request that the volume of stereos & PA's be kept to a respectable volume. Particularly when other rooms are in use. "Respect other Users".
- The LCC is Allergy Aware. Please do not bring any nuts or raw eggs in to the Centre.
- The LCC is a SMOKE FREE ZONE. There is no smoking allowed in any part of the building including the playground and within 5 meters of the front doors.
- No naked flames are permitted. I.e. candles, gas stoves.
- All foyer furniture is to be returned to original place after room hire.
- Children under the age of 16 must be supervised at all times at LCC.
- No alterations to the building, furniture arrangements or displays may be made without prior arrangement.
- Room hire for all users includes access to the playground. Our playground is for communal use and cannot be exclusively booked by any room hirer.
- The outdoor toy shed is not for general use. Access is only granted to Playgroup WA Members (during their regular Playgroup bookings only) & LCC staff.
- If you are the last person to leave the Centre (check other rooms if you are not sure) please set the alarm, turn the front door off, lock the door and deposit keys in the grey letter box(in the case of General/One Off Room Hirers).
- The LCC staff is responsible for the administration of LCC. They reserve the right to:
 - Refuse application for room use at their discretion
 - Retain all or part of the Bond (or charge Credit Card) to cover costs as mentioned above
 - Refuse future bookings if the terms & conditions are not met or agreed to
 - Enter the Centre and it's rooms at any time
 - Adjust prices at any time