



Birregurra Community Health Centre

28-30 Strachan Street Birregurra VIC 3242
Phone: 03 5236 4009 kylie.edwards@cah.vic.gov.au

ROOM HIRE APPLICATION AND TERMS AND CONDITIONS OF HIRE

GROUP/ACTIVITY DETAILS

Contact Name: _____

Organisation (if applicable): _____

ABN Number (if applicable): _____

Activity/Group name: _____

Telephone: _____ Email: _____

Postal Address: _____ Postcode: _____

BOOKING DETAILS

Commencement Date: _____ End Date: _____ Time/s required: _____

Frequency of use: One-off Weekly Fortnightly Monthly Other _____

Type of event:

Meeting/Forum Training/Class Community Activity Clinical Consultation/Service

Other (please specify): _____

Conditions apply to Training/Class and Clinical Consultation/Service; see terms and conditions

Rate type:

Community members/groups Commercial hirer Internal group

BOOKING DETAILS (continued)

Purpose of booking: _____

Anticipated attendance: _____

Room/s required:

Meeting room 1 Meeting Room 2 Meeting room 3 Meeting rooms 1 and 2

Consultation room 3 Consultation room 4 Office/Consultation room 5

AGREEMENT

Hirers of Birregurra Community Health Centre rooms and equipment are required to abide by all Terms and Conditions of Hire set out in this document.

I confirm that I have read, understood and agree to abide by the terms and conditions listed in this document, and that I am authorised to accept these terms and conditions.

Name: _____

Group/Organisation: _____

Signed: _____ **Date signed:** / /

TERMS AND CONDITIONS OF HIRE

ROOM HIRE RATES – DEFINITIONS

Community members and community groups:

Subsidised hire rates apply to Birregurra community members and groups. These rates also apply to individuals and/or not-for-profit community groups who reside within the areas immediately surrounding Birregurra, and individuals and/or not-for-profit community groups who access the Birregurra Community Health Centre on a regular basis.

Commercial hirers and for-profit organisations:

Standard rates that apply to any/all hirers that are intending to provide a service, class or activity that will make a profit for the hirer (including locals). It also refers to any/all organisations that are for-profit organisations. These rates also apply to individuals and groups who are not members of the Birregurra community and immediate surrounding areas.

Internal groups:

Additionally subsidised rate for ongoing groups and activities that are in full or in part coordinated by BCHC.

CANCELLATION

Please provide notice of cancellation to the BCHC Coordinator 3 days prior to the booking date otherwise room rental rates will be charged to the hirer.

All hirers are responsible for notifying their clients or participants of their cancellation.

ROOM HIRE RATES AND CHARGES

Non-clinical room hire rates:

ROOM/S	Community members		Commercial Hirers	
	Under 3 hours	Over 3 hours	Under 3 hours	Over 3 hours
Meeting Room 1 OR 2 OR 3	\$10.00	\$15.00	\$20.00	\$35.00
Meeting Rooms 1 and 2 (without dividing wall)	\$15.00	\$20.00	\$35.00	\$65.00
Kitchen Only	\$10.00	\$15.00	\$20.00	\$35.00
Meeting Room 1 OR 2 Or 3 PLUS Kitchen	\$15.00	\$20.00	\$35.00	\$65.00
Meetings Rooms 1 and 2 PLUS Kitchen	\$20.00	\$30.00	\$65.00	\$125.00

Clinical Room Hire Rates:

ROOM/S	Community members		Commercial Hirers	
	Under 3 hours	Over 3 hours	Under 3 hours	Over 3 hours
Consultation Room 3	\$15.00	\$30.00	\$35.00	\$65.00
Consultation Room 4	\$10.00	\$20.00	\$25.00	\$45.00
Office/consultation room 5	\$10.00	\$20.00	\$25.00	\$45.00

Internal groups:

Internal groups are required to provide \$1.00 per person attending the group or activity.

PAYMENT OPTIONS

BCHC encourages community connection and engagement. If your group has financial constraints, please speak to the Coordinator to discuss other options.

Payment can be made by placing the correct amount in the yellow envelopes located in the kitchen, labelled with your group name and date. Place envelope in the locked post box to the right of the front door upon leaving the facility, where the key is to be returned.

ROOM HIRE AVAILABILITY

BCHC will re-evaluate room booking agreements every 3 months and may cease the agreement based on the current needs of the centre and community.

PUBLIC LIABILITY INSURANCE

For all community members/groups and non-clinical hirers:

All hirers of the Birregurra Community Health Centre non-clinical rooms, including all 'internal' groups, are covered by Colac Area Health's Public Liability Insurance.

External service providers:

Public Liability Insurance for a minimum of \$20 million is required for all external service providers hiring clinical consultation rooms for the provision of medical and related services. These groups must provide a copy of public liability insurance details and certificate of currency with the completed 'Room Hire Agreement' prior to their booking.

External Service Providers are also required to provide evidence of Professional Indemnity. Colac Area Health reserves the right to refuse room hire due to failure to provide proof of insurance coverage.

KEYS

Keys can be collected from the BCHC Coordinator or reception staff during office hours on the day of, or day prior to the booking and returned to the locked Australia Post box located to the right of the front door when exiting the facility. Lost keys and tags must be reported to the BCHC Coordinator. A fee of \$100 will be charged for any lost keys.

SECURITY AND SAFETY

BCHC evacuation procedures are located in the main foyer, and are to be followed in the case of any emergencies that occur during the period of hire.

All hirers are responsible for their own safety and the safety of each participant in their group or activity. All hirers are responsible for the security of BCHC facilities when in use.

SPECIFICATIONS

All tutors and instructors (non-clinical & clinical):

Anyone renting a space and offering professional services at CAH is expected to provide services of a high quality and is required to hold appropriate and relevant qualifications and credentials to support their scope of practice.

A private provider of professional clinical services must be credentialed through Colac Area Health. Please contact the coordinator for credentialing procedures.

An organisation renting the space must provide a letter verifying the credentials and qualifications of their staff member to provide the service for which the space is rented.

Ongoing bookings:

- It is a requirement that all ongoing bookings be renewed on an annual basis, including all contact information and booking detail

CLEANING

- All furniture and equipment, including kitchen equipment, is to be returned to its original position after use

- It is the responsibility of the hirer to remove all decorations and rubbish from the premises and leave the facility clean and tidy
- All dishes used by each hirer must be cleaned and put away prior to leaving the facility
- The rubbish bin can be emptied into the wheelie bins located along the wall to the right of the centre upon leaving the facility.
- Please recycle where possible by placing paper, cardboard, washed out plastic containers and aluminium cans in the recycling bin provided

ADDITIONAL INFORMATION

- Any damage or breakages are to be reported to BCHC Coordinator or reception staff as soon as practicable. Hirer will be responsible for cost of damaged items. Colac Area Health will invoice the responsible party as appropriate.
- Any failure to abide by the terms of any Room Hire Agreement may result in refusal to future requests for hiring of facilities
- BCHC is a smoke free venue and public site. No smoking is permitted on the premises or directly on the grounds
- Any event or activity that will require the provision of alcoholic beverages must receive prior approval from Colac Area Health Chief Executive Officer
- It is the responsibility of the hirer to ensure the Centre is secure upon leaving the building. Responsibility will fall to the last person(s) leaving the building to ensure the building is locked

REMINDERS BEFORE LEAVING THE VENUE:

- ✓ All furniture is returned to its original position
- ✓ Heater/Air conditioners are turned off
- ✓ Floor is clean
- ✓ Dishes clean and packed away
- ✓ Rubbish has been taken out, new bin liner in bin
- ✓ All doors and windows are locked
- ✓ Curtains closed
- ✓ Front door locked
- ✓ Return key via locked post box