

THE NSWICC HUNTER OFFICE



BOOK YOUR NEXT MEETING AT OUR HUNTER OFFICE

The New South Wales Indigenous Chamber of Commerce Hunter Office is the perfect location for your next business meeting, workshop, or event. Our intimate office is conveniently located just up the road from the Hunter Expressway. Our Rooms are air-conditioned and carpeted, seating can be arranged in various styles, tea and coffee and other catering available, wifi access and office equipment available.



CATERING

Catering is available
for all bookings



OUTDOOR COURTYARD

Access to beautiful
courtyard with seating



CENTRAL LOCATION

Central Location within the
Hunter Valley

GET IN TOUCH

admin@nswicc.com.au
(02) 4932 7722
86 Racecourse Rd
Rutherford NSW 2320



Rutherford Business Hub Room Hire Form

Business Name:

Purpose of Meeting:

Date of Meeting:

Time of Meeting (Start to Finish):

Address:

Anticipated Attendance:

Person Responsible for Meeting Room:

Phone:

Email:

Options Available for Hire (Please Select)

DURING COVID-19 PANDEMIC ALL ROOMS ARE SUBJECT TO SOCIAL DISTANCING REQUIREMENTS. CURRENT MAXIMUM CAPACITY SHOWN BELOW

Large Training Room (max capacity 42)

- ☐ U-Shape Style
- ☐ Classroom Style
- ☐ Theatre Style
- ☐ Boardroom Style

Small Boardroom (max capacity 12)

- ☐ Boardroom Style

Catering

- ☐ Afternoon Tea
- ☐ Water, Coffee, Juice
- ☐ Morning Tea
- ☐ Lunch
- ☐ Dietary Requirements

Equipment

- ☐ WI-FI
- ☐ Flipchart
- ☐ Notebooks & Pens
- ☐ Whiteboard & Markers
- ☐ Water
- ☐ Mints
- ☐ Projector & Screen

Print Name:

Signature:

Date:



CONDITIONS OF HIRE

The attached Conditions of Hire associated with your booking form part of the booking agreement and you need to review these to ensure you understand them and your obligations. Where applicable, you must sign and return a copy of the agreement that you will comply with the Conditions of Hire as stated, and that any required insurances are in place. They also indicate if any further documentation from you is required.

Please note that payment must be received prior to the booking date(s).

Please contact us should you be unsure of any aspect and thank you again for your booking. We hope the venue hire and your activity will be successful.

Introduction

We ask that you read and understand the following conditions of hire to ensure your use of our room is compliant with the NSWICC's regulations.

Priority of Access

The NSWICC retains the right to cancel or re-locate bookings at any time if facilities are required for the purpose of the NSWICC. In these instances, staff will endeavor to provide the affected parties with due notice and offer an alternative room where possible. In the event that the NSWICC is unable to offer a suitable alternative all monies paid in respect of the cancelled booking will be returned to The Hiree. The NSWICC is not liable to The Hiree for any loss or damage suffered by The Hiree as a result of such cancellation.

1. Fees and Charges

- a. The NSWICC reviews all fees and charges at the beginning of each financial year. If such review occurs during the term of this agreement, the NSWICC may increase the fees and charges payable by The Hiree to reflect the rate applicable at the time of the function.
- b. Payment for all hire fees and charges must be received prior to the event date. If fees are not paid, NSWICC may cancel the booking.
- c. Cleaning charges – If the NSWICC incur any expenses as a result of The Hiree use of the room, for example, if the room is damaged as a result of use, The Hiree must reimburse the NSWICC for such expenses upon receipt of an invoice.
- d. Changes to Requirements - Any changes to a booking made by The Hiree within 7 days of the booking may incur an additional fee.

2. Insurance

- a. Public Liability Insurance (PLI) – The NSWICC shall be indemnified against any claims for injury to persons or damage to property arising out of this hiring and such indemnity shall be expressed in the form of a public risk insurance policy in the minimum amount of \$10,000,000 for any individual claim which may be made and be issued by an insurer licensed by the Australian Prudential Regulatory Authority to carry on insurance in Australia.

3. Access to the Venue

- a. Access to the room is strictly limited to the booked hours.
- b. The Hiree or their representative, must be in attendance before the advertised event starting time.

4. Use of the Venue

- a. The room is only available from the commencement time stated on the hiring agreement. The Hiree must allow for set-up, pack up and cleaning in the hire period stated on the agreement.
- b. Additions or Alterations – The Hiree will not make any addition or alterations to the structure, facilities, goods, equipment or decoration, unless approved by the NSWICC in writing.
- c. Nails, screws, tape or any fastenings must not be driven into or attached in any way to walls, floors, furniture or fittings.
- d. If the Hiree moves room furniture and fittings they must be returned to their original storage place. Chairs and table to be returned to their original state.



- e. The Hiree is responsible for the whole area as booked and specified on the hire agreement. The Hiree is liable for any damage to the room, its facilities and furnishings etc. during booked hours. This includes the behaviour of all people (invited or not) accessing the room during the hire period.
- f. Children must be supervised at all times.
- g. No animals, except Guide Dogs or Companion Animals, are permitted on the premises or surrounding grounds.
- h. The room is only to be used for the purposes described in the agreement issued by the NSWICC in respect of the booking made.

5. Cleaning

- a. It is The Hirees' responsibility to leave all hired areas included in this agreement in a clean and tidy condition, removing all personal property, all decorations and rubbish of any kind, disposing of garbage in the rubbish bins provided, to return the premises to a clean condition. Otherwise, the Hiree will accept responsibility for, and pay the cost of, any additional cleaning of the premises as a result of the premises being left in an untidy condition.
- b. Should exterior waste bins be full The Hiree is responsible for removing their waste or any overflow from the Building.

6. Noise Controls

- a. Noise levels must not cause annoyance to the tenants.

7. Prohibited

- a. Smoking is not permitted.
- b. The possession or consumption of alcohol is prohibited.

8. Security

- a. The Hiree will ensure that a responsible person, remains after the completion of the function whilst patrons vacate the premises.

9. Safety

- a. In the case of an emergency or fire, the room must be evacuated.
- b. All exits shall always be maintained clear and open. Blocking a fire exit is unlawful.
- c. Use of Dangerous Goods - The Hiree will not bring or permit any flame, candle, explosive, fuel, ammunition, pyrotechnic, firearm or flammable liquid or substance or any dangerous weapon to be brought into or used in the room except with the express written consent of the NSWICC.

10. Parking

- a. The NSWICC do not have on-site parking. Please advise guests that parking restrictions apply in the surrounding streets and where possible encourage the use of public transport.
- b. The Hiree is not permitted to park any vehicle on driveways or footpaths near or around the venue.

c.

11. Regulations

- a. All persons engaged or employed by The Hiree in connection with the training shall comply with the provisions of this Agreement and agrees to accept responsibility to observe and comply with these provisions.

12. Conditions of Contract

- a. Prohibition of Assignment – The Hiree shall not transfer, assign, sub-let or sub-hire his rights under this agreement. To do so will render the booking cancelled and full cancellation fees will apply.
- b. Dispute – Any dispute arising between The Hiree and any employee of the NSWICC shall be referred to the Chief Executive Officer whose decision on the matter shall be final and conclusive.
- c. The hirer must be 18 years or older.

13. Emergency Contacts

In an emergency call 000 for the police or fire brigade.