

Mill Hill Centre conditions of hire

APPROVAL AND PAYMENT

1. Confirmation of booking is subject to room availability, receipt of a signed booking form and other required documentation and payment before the date of the event.
2. Non-profit or charity organisations must provide official evidence of such status. Where such organisations charge entry fees the 'commercial' hire rate may apply.
3. Use of Mill Hill Centre facilities is prioritised according to Waverley Council's Social Plan, with the needs of local community groups given highest priority, in particular older people. Council reserves the right not to approve usage outside these priorities.
4. A full refund of the hiring fee will be issued if 14 days notice or more is given. If less than 14 days notice is received 50% of the fee is non-refundable.

FACILITIES

5. Hirers are offered exclusive use of the room hired and facilities therein such as chairs, tables, whiteboards or screens, and shared use of the toilets and kitchen on the relevant floor, for the period approved according to the application form.
6. Hirers are not offered Council staff time, extra room occupation time, audio-visual or other equipment, food, beverages, crockery, cutlery, storage space or vehicle parking.

USE

7. The room may only be used by the party and for the activities specified on the application.
8. The following are not permitted: selling alcoholic beverages; lighting fires including candles; smoking inside or on the roof deck; using strongly aromatic substances including incense; using flammable liquids, confetti, glitter or similar material; attaching decorations, posters etc in a manner which may damage the venue; sound levels that impact significantly on other building users or neighbours.

9. After 10.00 pm sound must not be able to be heard by neighbouring residents.
10. Council does not provide a setup or demount service. It is the hirer's responsibility to set up tables, operable walls, etc, as required. At the end of the hire period the room must be returned to the condition in which it was provided, ie. tables folded, chairs stacked, etc. Furniture and equipment may not be left in passageways or other rooms. Hirers must include setup and demount time in the hire period applied for.
11. Council does not provide a cleaning service. Crumbs, litter or debris must be cleaned up. Where these can be expected the hirer is advised to bring brooms, bags etc. Any additional cleaning costs incurred by the hirer's use will be passed on to the hirer. Hirers must include cleaning time in the hire period applied for.

ACCESS AND SECURITY

12. Access is limited to the specific room hired, and associated spaces such as toilets, kitchens and passageways. These associated spaces may not be used as areas of congregation or activity.
13. After-hours hirers will be issued a security pass permitting access to the floor on which the hired room is located; swiping the card against the reader opens the door and disarms the security alarm. This will allow entry to the relevant floor for a period commencing 15 minutes before and ending 15 minutes after the hire period. A hirer may request up to three cards. A deposit is required for each pass, refundable on return of the undamaged pass. The pass must be returned by the first working day after the date of hire or the bond may be forfeited. (Note that such passes will not operate outside the period of hire.)

14. After-hours hirers of Rooms 1 or 2 are requested to prop the main entrance door on the ground floor open until they finish, and to keep the doors to the lift lobby on levels 1 and 2 closed at all times. Latecomers should proceed to the appropriate level and use the buzzer to alert room occupants. If the ground floor door is closed, latecomers should use only the buzzer appropriate to the room hired; buttons are clearly marked.
15. On leaving, all doors and windows of the room hired must be closed. Hirers leaving after 9.00pm on weekdays or anytime on weekends must check if anyone else remains on the floor, whether in toilets or elsewhere. If not, they **must turn on the alarm**. Failure to do so by 15 minutes after the hire period will incur *any* resulting costs (such as damage, security guards, etc).
16. Breaches of security, including entering unauthorised areas or at unauthorised times, allowing the entry of unauthorised persons, unnecessarily opening or propping open doors or multiple failure to alarm the floor on leaving (per condition 15) may result in cancellation of all bookings.

LOSS, DAMAGE AND CLEANING

17. The room, furniture and associated spaces must be left in a clean and tidy condition. Council reserves the right to require a cleaning bond at the time of application or, if cleaning is required, to charge an appropriate fee.
18. Council accepts no liability for loss of or damage to items brought in by the hirer or their guests, or for any items left behind, and may dispose of such items as it deems fit.
19. The hirer is responsible for all damage to and removal of Council property.

IN THE EVENT OF SECURITY PROBLEMS

Call **ECS Security** on **9261 4519** or **0424 713 523**

Please do not call ECS regarding inability to access the building due to lack of a security card.