



BELCONNEN ARTS CENTRE

INCORPORATED

ABN: 63254459205

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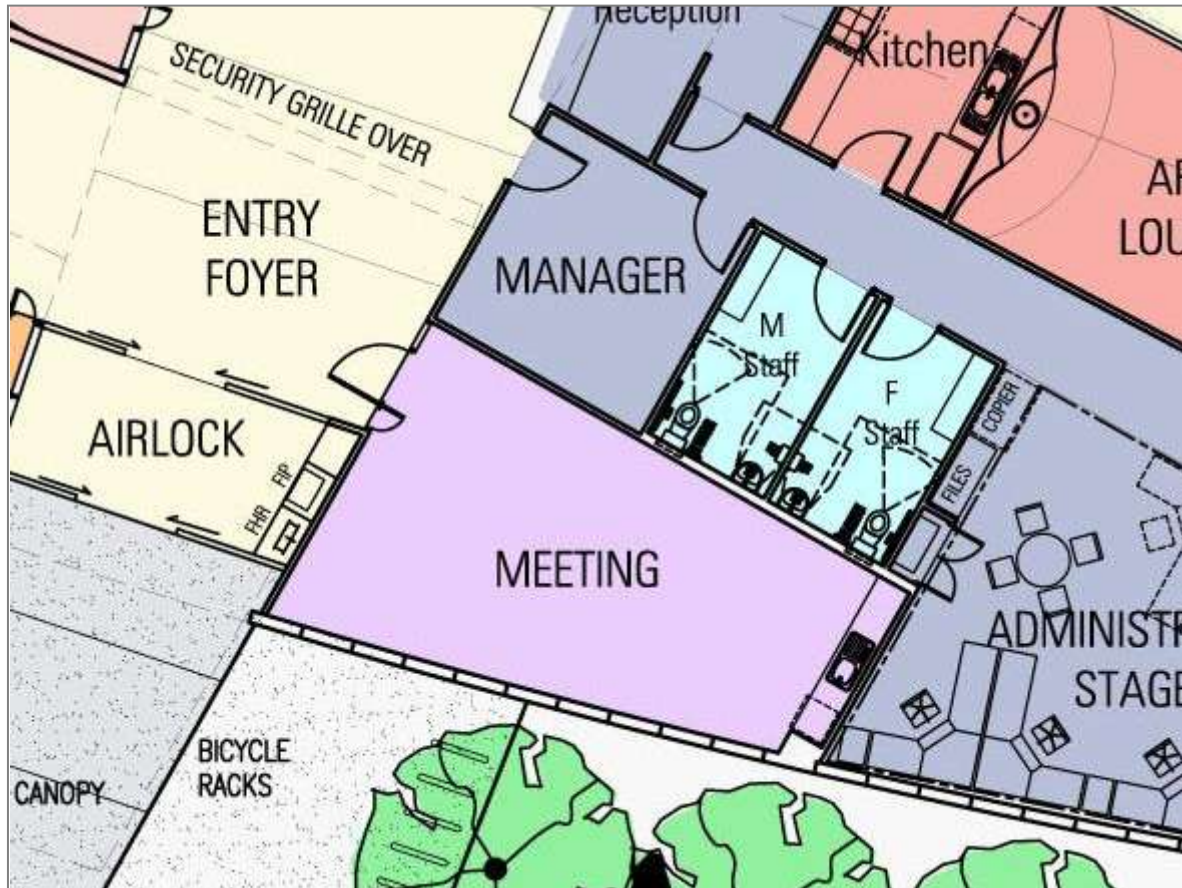
118 Emu Bank BELCONNEN ACT

PO Box 183 BELCONNEN ACT 2617

info@belconnenartscentre.com.au

www.belconnenartscentre.com.au

Meeting Room



Hire Rates (All rates are GST FREE)

Cost per hour	\$30.00 for regular bookings	\$44.00 for ad hoc / commercial bookings
Cost per day (up to 8 hours)	\$180.00 for regular bookings	\$264.00 for ad hoc / commercial bookings
Deposit: 20 % for regular bookings only. All other require 100% payment upfront.		

Specifications

Dimensions	8 x 4 – 4.5m
Capacity	Approximately 16 -24 people seated.
Walls	Plasterboard, South wall is full height window.
Floor	32 square meters, carpeted.
Power and Data	Five (5) 240v and one (1) data point.
Audio Visual	Data projector & speakers
Lighting	House fluorescents.
Climate Control	Heating and cooling.
Other	Seating and table for 16 people. Additional chairs available.
Other	Tea and coffee facilities in the meeting room, boiling/chilled water, refrigerator

Meeting Room Conditions of Hire

Definitions

“Hirer”, “Instructor”, “Tutor” “Facilitator” refers to the person/s hiring the Belconnen Arts Centre creative workshop space/s.

“Participant/s”, “Student/s” refers to person/s taking a class or tutorial or similar being provided and facilitated by the Hirer.

“BAC” refers to Belconnen Arts Centre.

“Hire” is equivalent to a “sub-licence” whereby the hirer must adhere to the conditions of the Crown lease and the Licence Agreement between the ACT Government and the Manager.

“Manager” refers to Belconnen Arts Centre Incorporated.

Bookings

Bookings can be made via the Manager and are available for community groups, arts groups and any other groups, associations, or individuals who have appropriate insurance.

One off or casual bookings will be invoiced the balance of the hire rate minus the deposit, payment will be due no later than seven days from the date of hire period.

Regular hirers will be invoiced one month in advance, and monthly thereafter.

Administration

The Manager can process bookings and payments for the hirer’s activity for a 10% administration fee on any participation charges for workshops and seminars.

Opening Hours / Access Hours

The space is accessible for hire 7 days a week between 9am – 5pm. Any hire outside of these times will require the attendance of a Duty Manager at the expense of the hirer.

Duty of Care

The duty of care for participants, particularly children, will remain the responsibility of the hirer. The Manager does not accept responsibility for children before, during or after a program or service being provided by the hirer.

Advertising and Promotions

Please refer to the General Conditions of Hire.

As appropriate, the Manager will promote the activity internally. The activity will also be promoted on the Belconnen Arts Centre website, and at the Manager’s discretion through normal listings via the Belconnen Arts Centre mailing list and any newsletters et cetera.

The hirer should endeavour wherever possible to make themselves available for any interviews etc. with the media that may be initiated via the Manager.

Cleaning

Hirers are expected to leave the Meeting Room in the condition and state of cleanliness that they found it in. Any equipment or furniture brought into the space must be removed; it must be left free of debris, obstacles, and rubbish. Any furniture permanently situated in the room should be arranged as it was found.

Kitchen

Hirers may request to use the Belconnen Arts Centre domestic style kitchenette in conjunction with their hire. It is the responsibility of the hirer to ensure that all food handlers will observe *Food Safety Practices and General Requirements*, see www.health.act.gov.au or phone 02 6205 1700. Fact sheets are available from the Manager, however it is the responsibility of the hirer to seek their own up to date information.

Storage

Storage space at Belconnen Arts Centre is limited, and storage is not included or assumed in conjunction with any hire unless by prior arrangement with the Manager.

Electrical Equipment

Any electrical equipment not belonging to Belconnen Arts Centre being used in the facility must be tested and tagged. Hirers are to advise the management in writing where such equipment is to be brought-in and used.

Registration and attendance numbers

The Manager is required to report annually on all hirers, contractors and employees, participants, audiences and visitors. This is also a requirement for insurance purposes.

Hirers are to provide accurate participant or/and audience attendances to all activities within the centre, at the time of completion of hire. Demographic details are appreciated but are optional.

A request is also made for hirers to invite participants/audiences to join the mail list of Belconnen Arts Centre to receive information on other activities at the centre. This is optional.

Feedback and Evaluation

The Manager seeks to continue to improve on our service delivery. Feedback is appreciated. Please use the evaluation forms where and when provided.