

# Moranbah Youth and Community Centre

## Room Hire Agreement

DATE OF APPLICATION

---

### AGREEMENT DETAILS

Hirer/Company:

Contact Name:  Position/Department:

ABN:  CRN:

Billing Address:

Phone:  Email:

### BOOKING DETAILS

Booking Purpose:

No. of Attendees:  Ongoing/multiple bookings required?

Booking Time/s:  Booking Date/s:

Phone:  Email:

Other requirements:

Room/s required:  **Training/Activity Room A or B**  
Suitable for 10-15 people  
Full day: \$200 - Half day: \$100

**Boardroom/Meeting Room 1**  
Suitable for 8-12 people  
Full day: \$160 - Half day: \$80

**Counselling Room/s**  
Suitable for 2-4 people  
Full day: \$100 - Half day: \$50

**Clinic/Therapy Room/s\***  
Suitable for 2-4 people  
Full day: \$120 - Half day: \$60

\*LIMITED AVAILABILITY - REQUEST ONLY

**Training/Activity Room A AND B**  
Suitable for 25-30 people  
Full day: \$300 - Half day: \$150

**Meeting Room 2**  
Suitable for 4-6 people  
Full day: \$120 - Half day: \$60

**Office/Desk Space**  
One person - **by request only**  
Full day: \$50 - Half day: \$25

**Youth Room\***  
Suitable for 8-12 people  
Full day: \$150 - Half day: \$75

\*LIMITED AVAILABILITY - REQUEST ONLY

Estimated Cost:

NOTE: not-for-profit organisations and community groups are eligible for reduced rates of hire and will be charged at 50% of the fees listed above..

### 1. OPENING HOURS

The MYCC building is open Monday to Friday from 8:30am until 5pm. The building is available for use outside of those times by arrangement with the MDSS Service Coordinator.

### 2. PUBLIC LIABILITY

It is the hirers responsibility to be liable for themselves, employees, agents and anyone whom they may engage as part of this event. The hirer must have its own Public Liability Policy and any other applicable insurance.

### 3. FEES AND CHARGES

- a) The charges payable by the hirer are those set out by the MYCC. The MYCC reserves the right to change those charges at any time without notification.
- b) MYCC will provide invoices monthly.
- c) The hirer is required to pay the hire fees and any additional charges within 30 days of the issue of an invoice.
- d) The hirer acknowledges that the hire fee does not include the following services and if some or all of those services are required, additional charges will apply:
  - Catering and food preparation;
  - Security;
  - Room set-up or set-down;
  - Room clean-up.
- e) All costs for additional cleaning or damage to property or premises will be charged to the hirer.

### 4. CANCELLATION

- a) The MYCC require 48 hours notice of cancellation wherever circumstances permit. Cancellation without notice, or bookings without attendance or notification will be invoiced at the full amount of fees inclusive of any additional charges incurred for that booking.
- b) The MYCC will not be liable for any interference, disruption or enforced cancellation of any part of a booking caused by civil disturbance, industrial action, terrorism, an act of God or any circumstance beyond the control of the MYCC.
- c) The MYCC may, at its discretion, prohibit any performance or function which in its opinion is considered objectionable or dangerous or which is contrary to law or which would be detrimental to the good standing and reputation of the MYCC and it's managing organisations of MDSS and ELAM.
- d) The MYCC will not be liable for any loss or damage suffered by the hirer in direct or indirect consequence of the MYCC's prohibition of any performance or function of the hirer.

### 5. RESPONSIBILITIES AND ACCESS

- a) The Moranbah Youth and Community Centre (MYCC) agree to hire the premises for the purpose noted in the agreement and booking details of this Room Hire Agreement.
- b) The MYCC permit the hirer to use the premises for the hire period and to access the premises for that purpose.
- c) The hirer will not use the venue for any purpose other than the purpose stated above.
- d) The hirer will vacate the premises at the conclusion of the agreed time stated above.
- e) The premises will be left in clean and tidy condition.

# Room Hire Agreement

## Terms and Conditions



- f) The hirer will be held responsible for any soiling or damage sustained to the building by the hirer, it's guests, it's equipment or any invitee.
- g) The MYCC will not accept responsibility for damage or loss of any item left in the premises prior, during or after the hire.
- h) The hirer will not carry out any activity deemed to be dangerous noxious, offensive, illegal, noisy or objectionable.
- i) The hirer will comply with all applicable laws including health and safety, liquor licensing and fire regulations.
- j) The MYCC reserves the right to remove any agents, employees, invitees, or contractors of the hirer from the premises should those persons breach any of the obligations of the services operating from the building or engage in conduct that is objectionable to the MYCC, it's representatives and/or the community.
- k) The MYCC may relocate bookings to a comparable space should the need arise.
- l) The hirer acknowledges that the MYCC is a shared community space. Professional conduct is expected, and the hirer must comply with any direction given by MYCC management or it's representatives.

### 6. TERMINATION

Either party may terminate this agreement at any time that is reasonable for both parties.

## SIGNED ACCEPTANCE

I have read, understand and accept the terms and conditions of the Moranbah Youth and Community Centre Room Hire Agreement including the agreement and booking details, and the hire agreement terms and conditions.

By signing this document, I agree to the terms and conditions of the hire, the hire fees and additional charges as outlined within this agreement.

### AUTHORISED REPRESENTATIVE OF HIRER

Contact Name:	<input type="text"/>	Position:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>

### AUTHORISED REPRESENTATIVE OF MYCC

Contact Name:	<input type="text"/>	Position:	<input type="text"/>
Signature:	<input type="text"/>	Date:	<input type="text"/>