



Meeting Hire Agreement

The Central Coast Visitor Centre offers a modern meeting space suitable for up to 6 people.

CONDITIONS OF HIRE

Definitions

- (a) **Council:** Refers to Central Coast Council, situated at 2 Hely Street, Wyong NSW
- (b) **Central Coast Visitor Centre:** Refers to the Premises at 46 Marine Parade, The Entrance
- (c) **The Hirer:** Refers to the person named on the agreement attached hereto.
- (d) **The Meeting:** Refers to the facility named on the agreement attached hereto, including meeting room.

THIS AGREEMENT is entered into between Council and the Hirer. This Agreement will commence from and continue to, the dates set out on the agreement attached hereto.

Council and the Hirer have agreed that the Central Coast Visitor Centre meeting room will be hired by the hirer on the following terms and conditions:

1. The Hirer

- a) The Hirer must be 21 years of age or over and must provide proof of age, when submitting an application to use the Central Coast Visitor Centre.
- b) The Hirer must provide at least one contact with a mobile phone and email address for communication purposes.

2. Approved Use of the Meeting Room

- a) The Hirer must disclose the intended use of the meeting space, including the nature of the function.
- b) Council have the authority to deny access to a hirer where the activity is considered inappropriate for the venue.
- c) The meeting must not be openly and/or publicly advertised without prior, written consent from Council. This includes advertising via the internet including social media and forums.

3. Fees and Charges

- (a) The Hirer must pay full amount on arrival or prior.
- (b) Once an invoice is issued the booking is a confirmed booking.
- (c) All fees and charges are adopted annually by Council and are subject to change each financial year.

Payment methods are listed on the Tax Invoice supplied to you by the Visitor Services team.

4. Booking of the meeting room

To book the meeting room, the Hirer must complete the booking form and agreement and receive a confirmation email.

5. Cancellation of booking

Notification of changes to dates/ times must be made to the Central Coast Visitor centre five (5) business days where possible prior to the scheduled booking.

6. Access and Opening Hours

Hire is available between 9am and 5pm seven days per week, excluding all public holidays.

7. Cleaning/Waste Disposal

It is the responsibility of the hirer to ensure that the space is left in a clean and tidy condition after each hire, including but not limited to:

- a) Any mess and spills are to be cleaned
- b) All rubbish is to be collected and disposed of.

No additional time, outside the hire period, as stated on the agreement form, will be given to the Hirer to clean the Meeting space. The Hirer must factor in cleaning of the meeting space within the hire period.

8. Fire and Safety

- a) The Hirer must complete a site induction with Visitor Services staff prior to commencing use of meeting space.

b) The Hirer and any attendees are not permitted to smoke within 10m of the Central Coast Visitor Centre or surrounding grounds (amenities buildings, carparks, parks, cenotaph) and within 30m of playgrounds.

9. Electrical Equipment

a) Any appliances brought to the Central Coast Visitor Centre by the Hirer, is responsible to have all electrical items electrically tested and tagged annually in accordance with council requirements & must not exceed the power ratings of the meeting power outlets.

b) The Hirer is not permitted to change or interfere with the electrical systems at the Central Coast Visitor Centre, including the lighting and the air conditioning in the meeting, without prior approval of Council.

10. Personal Property/Storage

a) All goods and items brought to the Central Coast Visitor Centre meeting space by the Hirer are the personal responsibility of the Hirer.

b) Any items brought into the meeting space for the hire must be removed entirely from the premises at the end of the booking where storage rooms or cupboards have not been allocated

c) Council does not accept liability for any damage or loss sustained to goods and items of the hirer.

d) All goods and items brought to the meeting space by the Hirer are excluded from Council's insurance policy coverage.

e) Council is not liable and will not compensate the Hirer or any attendees for the loss or damage of any goods or equipment of the Hirer or attendees, or any subsequent loss or damage caused arising from the use of the meeting space.

11. General Obligations of the Hirer

a) It is the responsibility of the Hirer to ensure that no pets or animals are brought to the meeting space with the exception of Assistance Animals.

b) The Hirer must ensure that use of the meeting space is restricted to the purpose stated at time of your booking.

c) Council staff must have access to the meeting space at all times.

d) The hirer must seek approval for signage/banners to be displayed at the site. It is to be obtained from the Unit Manager, Communications Marketing and Customer Engagement, and will need to meet size and location requirements set down for the facility

12. Indemnification from Liability

The Hirer agrees to indemnify Council from liability for any loss, damage or injury sustained, to their goods or persons, or the goods and persons of those attending the function of the Hirer that may arise at or through the use of the meeting room.

Executed as an agreement:

SIGNED by the Hirer	
Print Name in Full:	
Date:	