

## THE WILLIS ROOM

### *Seminars, Conferences & Meetings*

Whitehorse Civic Centre  
379-397 Whitehorse Road, Nunawading

#### ***Managed by the Whitehorse Centre***

Postal address: Locked Bag 2, Eastern Mail Centre 3110.  
Telephone: (03) 9262 6590 Facsimile: (03) 9874 7281  
[www.whitehorsecentre.com.au](http://www.whitehorsecentre.com.au)

### **CONDITIONS OF HIRE AND USE**

**Please read all of the 'Conditions of Hire and Use' before signing this document and the letter of agreement. Failure to comply with any of the following conditions may result in additional charges.**

**1. BOOKING**

Tentative bookings can be made by phone; a contract will then be forwarded to you. The booking will be confirmed on receipt of the completed and signed contract and requested deposit / security deposit.

In the event that the contract is not received two weeks prior to the function date, management reserves the right to cancel the booking. All charges, fees and expenses incurred by Whitehorse Council including but not limited to administrative costs, debt collection agency fees and legal costs and expenses will be met by the client for non-payment of account.

**2. EMERGENCY RELIEF CENTRE**

The Whitehorse Centre is the Emergency Relief Venue for the City of Whitehorse. In the situation of a Federal, State or Municipality emergency the venue becomes the base for this operation. All bookings in the venue will be cancelled. Arrangements will then be made to either transfer the booking to a mutually agreeable date or the event will be cancelled with the deposit refunded. Direct or indirect liability including consequential loss will not be accepted by the City of Whitehorse and its servants and Agents

**3. PAYMENT**

The hire charge is payable upon receipt of invoice. Clients may pay in person at the Whitehorse Centre or by cheque. In addition to the hire fee, clients may be required to pay a security deposit of \$300. The security deposit is payable when making the booking, and will be refunded to the client one week after the hire, provided all conditions of hire have been satisfactorily fulfilled. The deposit may be used to cover the cost of repairs or replacements and extra cleaning, or as compensation for late departures

**4. CANCELLATIONS**

If a booking is cancelled within one month of the hire date, a cancellation fee of 25% of the room hire will apply, for cancellations less than 2 weeks prior a 50% cancellation fee will apply. For cancellations less than 48 hours prior, the full room hire will apply in addition to any catering that has been booked and any additional staff requested

**5. ARTICLES LOST DAMAGED OR STOLEN**

The Council, it's Staff or Agents shall not be liable for any loss or damage sustained by the client, or any person, firm or corporation entrusted to or supplying any article or thing to the client by reason of any such article being lost, damaged or stolen. The client hereby indemnifies the Council and its officers against any claim made by any such person, firm or corporation in respect of such article or thing.

**6. INSURANCE**

The hire of any portion or portions of building shall not do or neglect to or permit to be done or left undone anything which will affect Whitehorse City Council's insurance policy or policies relative to Public Liability and /or Assets Insurance in connection with the building and the client hereby agrees to indemnify Council to the extent that such policies are affected through any such act, error or omission.

The client shall not hold Council liable for damage to property or bodily injury (which expression includes death or illness) that may be suffered by any person arising out of or in any way connected with the hire of the premises and the client shall indemnify Council in respect of any action, suit, claim and demand property or bodily injury that may be suffered by any person by reason of an accident or happening in any way connected with or arising out of hire of the premises.

**6. INSURANCE – cont**

Clients must have Public Liability Insurance to the value of a minimum of \$10,000,000 current at the time of the hire of the venue, and are to supply the Centre with a copy of the **Certificate of Currency** on confirmation of the booking.

Clients are responsible for workers' compensation or similar insurance over their servants or voluntary workers and for all insurance coverage on goods and services they cause to be brought into the room. No responsibility will be borne by the Whitehorse Centre or Council for any goods and services owned by any client.

**7. CONSUMPTION OF ALCOHOL**

Alcohol may not be consumed on Council premises without the prior consent of Council. If alcohol is to be consumed, please advise the functions coordinator who will forward the appropriate form. A person must be nominated who will be responsible for ensuring Liquor Laws are adhered to, including:

- alcohol is served in a responsible manner
- alcohol is not served to an intoxicated person
- alcohol is not served to a person under the age of 18 years

If alcohol is to be sold, either directly or indirectly, it will be necessary for you to also apply to the Liquor Licensing Commission for a Limited License.

**8. CONSUMPTION OF FOOD**

All food and drink provided in the Willis Room **must** be consumed within the room. An additional cleaning charge will be imposed if refreshments are taken in to the Civic Centre Foyer

**9. USE OF ROOMS**

- The room will be opened and closed by staff at the times listed on the application form. The room will not be opened to people arriving early without the agreement of the client, which may incur additional charges.
- Outside normal Council business hours, entry and exit from the room is via the door in the south eastern corner of the room. The Main Entry glass doors leading into Council reception area will be locked shut.
- Hire of the Willis Room includes the room and its lobby only. The Council reception area is not included, and this area is to be used only for accessing the toilets.
- Council has reviewed the emergency and evacuation procedures for the Willis Room. During business hours, if the alarm is sounded and you are not advised that a test is under way, please follow the directions announced on the public address system. An Area Fire Warden will be in the vicinity if you require assistance. Outside business hours, Emergency Procedures and Evacuation plan maps are located on the external door in the Willis Room. Please contact the Duty Officer and follow the Emergency procedures.
- When booking the room it is important that the client allow time for setting up, catering preparations and clearing up (as appropriate) within the opening and closing times specified.
- Hirers are required to remove any items brought in to the room including clearing any extraneous matter caused by such items. Additional cleaning required or damage caused may result in an additional charge Failure to vacate the room at the time specified may result in an additional charge to the client.
- The recommended capacity of the room is 80 people (theatre style). Other set ups, eg. The use of tables and provision of catering reduces this capacity. The standard room set up is theatre style with the chairs facing the head of the room. If you require a variance to this, please inform us of your request or indicate your requirements on the attached floorplan. There are eight trestle tables, 1 oval board table and three small tables available.
- The following audio visual equipment is available for use: overhead projector (for use with transparency sheets only - not compatible with PowerPoint or data show presentations); screen, whiteboard, TV and video and PA system.
- The kitchen has 100 cups and saucers available for use but no cutlery. A hot water urn, pie warmer (80 pies), domestic fridge and commercial dishwasher are available. Any crockery used is to be washed in the commercial dishwasher (2 minute cycle), dried and put away.
- No smoking and no naked flames in the room (detectors are fitted)
- All furnishings and fittings to be left as found.
- No amplified music without permission of the Duty Manager.
- With the exception of Guide Dogs, No animals are allowed in the room
- Ensure that children attending are adequately supervised at all times.

**I have read, understood and agree to the terms and conditions stated in these Conditions of Hire.**

**Signature of Client:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Company Name (if applicable):** \_\_\_\_\_

- Inclusions as required:**
- Copy of Contract & Conditions of hire - completed and signed as indicated*
  - Public Liability - Certificate of Currency*
  - Consumption of alcohol on Council Premises Form*
  - Copy of Liquor License if alcohol is being sold*

Personal information, such as name and address, provided when hiring a venue is collected for the purpose of administering your hire and use of Council venues. Information may also be used to seek your feedback on your hire, and to invite you to hire the venue again. The personal information collected will not be used without your agreement for any other purpose or disclosed except as may be required by law. If you do not wish to receive information as stated above, please advise the staff member co-ordinating your venue booking. You may access the information collected about you by contacting Whitehorse Centre on 9262 6590.