



ROZELLE NEIGHBOURHOOD CENTRE INC.

VENUE HIRE

Rates as from 1st January 2012

Key & Room Maintenance Deposit on for all venues
(Refundable on return of key and cleanliness of premises)

\$100

All rates are GST Inclusive				
Venue	Support (per hour)	Community (per hour)	Tutor (per hour)	Commercial (per hour)
Hall	\$24.20	\$28.60	\$50.60	\$79.20
Garden Room (7.2m x 10m)	\$18.70	\$22.00	\$33.00	\$55.00
Meeting Room (5.6m x 5.5m)	\$9.90	\$12.10	\$19.80	\$31.90

- ❖ GST is inclusive on all the above rates
- ❖ Commercial rates are for bookings of 3 hours or less. Due to impact on community usage a fee will be negotiated for bookings exceeding 3 hours
- ❖ To be eligible to hire the space at the centre all venue hirers must have their own public liability insurance.
- ❖ All arrangements can be discussed with the Community Development Coordinator on 9555 8988 (ext 7) or email community@rnc.ngo.org.au



ROZELLE NEIGHBOURHOOD CENTRE INC.

665A Darling Street (Po Box 283) Rozelle, 2039
Telephone 9555 8988 Fax: 9810 8532

community@rnc.ngo.org.au
ABN: 67 389 740 920

VENUE HIRE CONDITIONS

- ❖ All applicants must submit application form with relevant Public Liability Insurance documents before the date of use
- ❖ Key must be picked up with a deposit of \$100 paid. When key is returned, the deposit will be refunded if venue is left in a satisfactory and clean condition.
- ❖ Venue must be left tidy and clean after use, including toilet area. Decorations and rubbish must be removed and disposed of by hirers.
- ❖ Hirers are responsible for payment, replacement or repairing of any property damage or breakages incurred by their group participants and audience.
- ❖ Please return any equipment or furniture that is used during your hire as you found it to its original storage place.
- ❖ Fans and heaters must be turned off. Hirers must ensure that premises are secure and lights switched off (except for security light which should be switched on at all times. If electricity has been left on then RNC reserves the right to reclaim electrical expenses for the excess usage.
- ❖ Flyers advertising your activity can be displayed on our notice boards in the centre.
- ❖ At the termination of venue hire centre keys must be returned and final invoice account paid before key deposit is returned.
- ❖ *No alcohol* is permitted to be served on premises.
- ❖ *No parking* is permitted on premises without prior arrangement.
- ❖ No smoking is permitted in the garden area or facilities.

GARDEN ROOM KITCHEN

- ❖ Kitchens must be left tidy and clean after use
- ❖ Any rubbish must be removed and disposed of by hirers
- ❖ Electrical equipment must be cleaned and returned after use
- ❖ Hirers must provide own utensils eg. Knives, forks, spoons, cooking utensils, tea towels, sponge
- ❖ Hirers must supply their own tea/coffee/sugar/milk

RNC Staff and Management