



Centacare Townsville

Conference Facility Information Kit

Thank you for your interest in hiring Centacare Townsville's Conference Facility. Please find attached the hire conditions and hire agreement form for you to complete with your organisation's name and contact details, proposed hire date and time and purpose of hire. After we have received your hire agreement form, it will be assessed and the Administration Officer will contact you to confirm availability and the total cost of hire.

FACILITY INCLUSION (included in room hire fee)

- Rooms – fully air-conditioned and carpeted
- Access to a kitchenette
- Male and Female toilets with access to a disabled toilet if required
- Room set-up as requested including table and chairs
- After business hours access
- Complimentary tea, coffee, sugar, milk
- Complimentary water, glasses and jugs
- Lectern
- Whiteboard easel and pens

ADDITIONS (extra charge)

- Choice of audiovisual items from the below list
- Catering is available on request and incurs a \$30 administration fee as well as catering costs.

NB: For the hire of any of the additional items, we do require your organisations credit card details, to be used only in the case of damage to any of the equipment. If the items are returned in fully functional condition, this form will be destroyed and no charges will appear on your account. However, if we do find damage to any of these items, you will be notified of the damage and your credit card will be charged with the total amount of repairs.



Centacare Townsville

Please fill out and tick appropriate boxes

HIRE AGREEMENT FORM - CENTACARE TOWNSVILLE CONFERENCE FACILITY		
Organisation Name:		
ABN (if applicable):		
Postal Address:		
Contact Name:		
Phone:	Fax:	Email:
Date Required:		
Time Required: (include set-up and clean-up)		
Purpose of Hire: (type of function or training)		
Approximate numbers attending:		
*Hire includes tea, coffee and milk		

Conference Room required	½ Day	Full Day
1 (Bishops) 40 people max.	\$55 <input type="checkbox"/>	\$110 <input type="checkbox"/>
2 (Directors) 12 people (round table)	\$44 <input type="checkbox"/>	\$88 <input type="checkbox"/>
3 (1 and 2 combined) 80 people max. theatre style	\$99 <input type="checkbox"/>	\$198 <input type="checkbox"/>

Equipment Required	Fee per day	Please Tick
Data Projector, Screen, sound system	\$38.50	
Electronic White Board	\$5.50	
Lap top Computer	\$16.50	
DVD/CD Player	\$5.50	

Room Set-Up	Theatre	Classroom
Tick the appropriate box		

Payment Type		Please Tick
Cash		
Credit Card	Visa <input type="checkbox"/> Mastercard <input type="checkbox"/>	
EFTPOS		

Hirer's Name: _____

Hirer's Signature: _____

Contact phone number during function: _____

Preferred Method of Receiving Invoice/s: Email Post

Conditions of Hire

1. **Terms of reference**

In these Conditions of Hire –

Applicant means the Organisation which has applied to hire the Townsville Centacare Conference Rooms and includes where the context permits its officers, employees, agents and subcontractors;

Administration Officer means the person whose details are set out below:

Telephone	4772 9000
Fax	4755 0322
Postal Address	PO Box 1362, Aitkenvale, Queensland, 4814.
Email	reception@tsv.centacare.org.au

Centacare Townsville Conference Room means the Centacare Townsville Conference Rooms at 410 Ross River Road, Townsville.

2. **Hire Agreement Application**

The Hire Agreement Application to use the Centacare Townsville Conference rooms must be made to Centacare through the Administration Officer upon submission of a completed hire agreement application. The form must be signed by the Applicant and must state the purpose for the use and hours during which use of the Conference Room is requested. The hire agreement form must contain an undertaking by the Applicant to comply with these conditions. If a booking is made on behalf of an organisation, the booking form must be signed by a person who has the authority to legally bind the Applicant and must state the name of the Applicant.

3. **Acceptance of offer to hire**

If Townsville Centacare accepts the Applicant's offer to hire, then by counter-signing this Hire Agreement Form on behalf of your organisation, the Administration Officer creates an agreement to hire the Centacare Townsville Conference Rooms. The agreement to hire is subject to the conditions stated herein.

4. **Limit of Hiring**

The Applicant will only be entitled to use the part or parts of Centacare Townsville which have been nominated on the booking form and must vacate these parts of Centacare Townsville at the time agreed with the Administration Officer and specified in the hire agreement form.

5. **Sub-hiring**

The Applicant must not sub-hire, transfer or assign any right or benefit under this agreement to hire, or any right to use or occupy all or part of the Centacare Townsville building.

6. **Cancellation of Agreement to Hire**

The Administration Officer or Director may at their absolute discretion cancel all or part of any agreement to hire by giving the Applicant at least 48 hours notice in writing. The Applicant acknowledges this right and agrees to irrevocably waive all rights to pursue any claim it may otherwise have in respect of any such cancellation.

7. **Attendee Sign in**

For fire and evacuation purposes a sign in register is to be submitted prior to the hire by the hiree of all attendees and given to reception in person or if outside of business hours put under the reception door.

8. **Hire during Business Hours**

A Centacare Representative will assist you with the locking up of the premises at the end of each session. This may include a phone call to the representative at the end of each session.

9. Hire outside Business Hours

The representative of your organization will be contacted prior to the event to arrange a meeting time. It is the representative's responsibility to ensure a representative can attend a meeting during business hours to discuss security procedures and handover of keys, etc. It will be the representative's responsibility to disarm the security system upon entry and arm the system on exit.

10. Fire and Evacuation

Signing this agreement acknowledges you agree to brief your attendees of Centacare Townsville's Fire and Evacuation procedures for visitors (for during business hours).

11. Disorderly Behaviour

The Applicant is responsible for the behaviour and actions of all persons participating in the activities being conducted by the Applicant at Centacare Townsville and must use its best endeavours to ensure that its visitors and attendees to Centacare Townsville do not behave in a disorderly, disruptive or dangerous manner.

Despite the above, the Director or Administration Officer retains the right to eject from Centacare Townsville, any person who, in the reasonable opinion of Centacare is behaving in a disorderly, disruptive or dangerous manner for such period as is considered appropriate.

12. Smoking

Smoking inside the buildings or within 4 metres of any building entrance of Centacare Townsville is NOT PERMITTED by the Applicant. The Applicant must use its best endeavours to ensure that its visitors and attendees comply with this condition.

13. Injuries

The applicant is responsible for the wellbeing of persons under their control and a first aid kit is provided in the venue lunch room. Any injury sustained within Centacare Townsville should be reported to the Administration Officer before leaving the venue or as soon as is practicable.

14. Cleaning

Leave the room clean and tidy and stack all chairs after completion of session. Report any damage that occurs (i.e. breakage of glasses, jugs, marks on walls). If cleaning by the Applicant is not of an appropriate standard a cleaning fee may be imposed upon the Applicant at the discretion of the Director.

15. Insurance

The Applicant must obtain appropriate public liability insurance cover for any loss, damage or injury to property or person, which may occur to those under their care at Centacare Townsville and to meet any liabilities for later claims which may be made. The Applicant must provide evidence satisfactory to the Director or their delegate that the insurance has been affected and maintained with the booking form.

16. Cancellations by Applicant

The Applicant must provide at least 48 hours notice in writing of cancellations. If such notice is not given, Centacare Townsville may invoice the Applicant for the full hire fee.

17. Payment of Fees and Charges

Payment can be made by Credit card or cheque on receiving an invoice at the conclusion of the event. Where arrangements have been made an invoice will be generated on a monthly basis for applicants that are regular users of Centacare Townsville.

18. Compliance with Laws

The Applicant must, at its own expense, comply with and observe all applicable Acts, legislative instruments, by-laws, regulations or rules for the time being in force that apply to Centacare Townsville and/or the Applicant's use of Centacare Townsville.

19. Approvals for proposed use

The Applicant must obtain any approval, authority, permit or licence required under an Act or statutory instrument for the Applicant's use of the Centacare Townsville.

19. Disclaimer of Liability and Indemnity

(Name of Applicant)
to use the Centacare Townsville,

the Applicant agrees to indemnify and keep indemnified Centacare Townsville and its employees from and against all actions, proceedings, claims, costs, losses, damages, liabilities and expenses, (except those arising from the negligent acts or omissions of Centacare Townsville and its employees), which may be brought against the Centacare or its employees as a result of the Applicant's or attendees attendance at the Centacare Townsville Conference Facility, and the Applicant hereby releases and discharges Centacare and its employees from all such actions proceedings, claims, demands, costs, losses, damages, liabilities and expenses.

Signature of authorised representative of Applicant

Name and position of Authorised Representative

Date

Photo Gallery

Appendix A

For your convenience, included are photographs of our conference room and facilities. If you would like a walk-through, please contact the office to make an appointment.

Kitchenette



Conference Room 1 (Bishop's Room)





Conference Room 2 (Director's Room)



Conference Room 3 (combined 1 and 2)



Conference Room 3 (Combined 1 and 2) Portrait View

Appendix B

Role Responsibility - All Staff & Visitors

In the event of fire, or other emergency, occupants should evacuate the building and gather at a predetermined assembly area – Hatchett Street past the boundary fence.

The alarm is **THREE LOUD WHISTLE BLASTS**.

Instruction will then be given by the paging system. Please listen carefully for evacuation instructions.

- **DO NOT PANIC**
- Follow all instruction given by Chief and Area Wardens or Fire Officers
- Leave immediately by the nearest **safe exit**.
- Move quickly, do not run.
- If possible, close doors behind you. Do not lock.
- Report to your designated assembly area
- If any injuries are sustained, notify a warden
- Advise a Warden immediately if you are aware of people trapped in the Building, or unaccounted for.
- If you have a visitor with you at the time of an evacuation you are responsible for their safety and welfare and therefore should take them with you during an evacuation.
- Do not re-enter the building or leave the evacuation assembly area until the Chief Warden gives the “**all clear**”

WARDENS CAN BE IDENTIFIED BY THE WEARING OF AN ORANGE VEST.