



## Parramatta Heritage and Visitor Information Centre – Heritage Room Hire Policy

### Contents

---

1. Scope
2. Purpose
3. Policy

---

#### 1. Scope

The Parramatta Heritage & Visitor Information Centre has a meeting room that can be booked by the public in line with the City of Parramatta Council's (Council) Fees & Charges Schedule and conditions of hire.

#### 2. Purpose

The purpose of the Room Hire Policy is to provide the terms and conditions that apply when a member of the public requests to book the Heritage Meeting Room at the Parramatta Heritage & Visitor Information Centre.

---

#### 3. Policy

- 3.1 The Heritage Meeting Room is available to be booked through the Parramatta Heritage & Visitor Information Centre.
- 3.2 This facility is open strictly between 9am and 5pm Monday to Friday only and excluding Public Holidays.
- 3.3 This room is available for hire on a half day or full day basis only.
- 3.4 Half day (based on 4 hours hire) and Full day (based on 8 hours hire).
- 3.5 Room capacity will be suitable for 10 people boardroom style, 12 people u shaped/ classroom, or 20 theatre style.
- 3.6 This is a self-catering facility. Hirers are able to bring their own food/beverages if they desire, however no kitchen facilities are available with the room hire.
- 3.7 Hirers must refer to the Schedule of Fees and Charges for current pricing. Prices change each financial year, if the booking falls after 1 July of each year, new charges are applicable.

Name of Policy		
Owner: Service Manager Culture and Heritage	Area: Cultural Heritage and Tourism	POL No: 244
Date of Commencement: 31/10/2017	Approval Authority: ET	Date Approved: 31/10/2017
Amendment 2	Date of Next Review: 2020	Review: 3 years



## 3.8 Hire terms and Conditions

### **Group Classification:**

#### **Community Groups**

For a group to receive **Community Rates** they must be:

- 1) A non-profit making community organisation. This organisation should on request present its constitution which should indicate –
  - a) That the office bearers are elected at an annual general meeting. This meeting should be open to all members of the public.
  - b) Reflect that the organisation is established to meet the cultural, social or recreational benefit of the community.
- 2) A school
- 3) A Church
- 4) A registered charitable organisation

**Any group that cannot satisfy the above criteria will be charged *Commercial Rates*.**

All hirers must be 18 years of age or over.

### **Refused or Cancelled Bookings**

Council expressly reserves the right to refuse to accept a Booking.

Council may cancel any booking with one month's notice. If deemed necessary Council may effect an immediate cancellation of any booking.

Council reserves the right to transfer any bookings if a facility is required for a public or Council function. The Council will not be liable for any loss or damage in consequence of the exercising of this right.

In these circumstances, Council may refund any portion of fees already paid if a refund is warranted.

### **Cancellation of Bookings**

All cancellations must be received in writing.

Name of Policy		
Owner: Service Manager Culture and Heritage	Area: Cultural Heritage and Tourism	POL No: 244
Date of Commencement: 31/10/2017	Approval Authority: ET	Date Approved: 31/10/2017
Amendment 2	Date of Next Review: 2020	Review: 3 years



# CITY OF PARRAMATTA

If less than seven (7) days' notice is given of a cancellation of a full session booking, 50% of the hiring fee will be retained.

If less than seven (7) days' notice is given of a cancellation of a partial session booking, the original booking times will be fully charged for.

## **Access to the Centre**

Normal opening hours of the centre are 9am to 5pm weekdays excluding public holidays.

Set up and pack up is the responsibility of the hirer and must be included as part of the booked period and to ensure access by the hirer or the hirer's attendants at the required time.

Persons arriving prior to the booked time may be refused access to the Centre and its facilities until the booked period and / or arrival of the hirer, hirer's attendant or the appropriate council staff.

## **Vacation of Premises**

The hirer will be responsible for ensuring that the Centre is vacated by the scheduled time. If the Centre is not vacated by the scheduled time, a surcharge will apply. The hirer will be charged twice the normal booking fee.

The hirer will be responsible for the behaviour and the quiet entrance and departure of guests from the Centre.

## **Conduct**

The hirer is responsible for the conduct of each and every person in attendance at function / meeting and for the maintenance and preservation of goodwill generally. Should it become necessary for the hirer to leave the facility during the function / meeting he or she must nominate a responsible person to act on his or her behalf.

Children must be supervised at all times by responsible adults at the appropriate adult to child ratio.

Council will not permit or suffer anything to be done in the Centre, or its vicinity that is disorderly or offensive or contravenes Council's codes or policies.

## **Liability for Personal Injury and/or Damage to Property**

Name of Policy		
Owner: Service Manager Culture and Heritage	Area: Cultural Heritage and Tourism	POL No: 244
Date of Commencement: 31/10/2017	Approval Authority: ET	Date Approved: 31/10/2017
Amendment 2	Date of Next Review: 2020	Review: 3 years



# CITY OF PARRAMATTA

The hirer will indemnify Council for all loss of, or damage to property of Council. The hirer will also indemnify Council from and against any claim, demand, action, suit or proceedings that may be made or brought against the Council or its employees in respect of personal injury, or death of any person or loss of or damage to property whatsoever arising out of, or as a consequence of, the hirer's use of the premises.

## **Insurance**

All sales, exhibitions, public meetings and any other activity deemed necessary will be required to hold a public liability insurance policy for not less than \$10 million. This policy must be shown prior to the function. Failure to provide evidence of adequate coverage may result in the cancellation of the booking.

## **Smoking**

Smoking is not permitted within the Parramatta Heritage & Visitor Information Centre or in the undercover area at the building entrance.

## **Advertising Functions**

The hirer or promoter shall not advertise any function within the City of Parramatta Council local government area in a manner that contravenes Council's sign code.

No banners or signage is to be placed on the building. Permission to place any internal signage must be sought in advance of the function.

## **Decorations**

The erection of streamers, flags, bunting or other decorations, or the erection or placing of structures in the Centre may only be carried out with the approval and under the supervision of the Council.

Candles or any open flames will not be permitted within the Centre.

The hirer must remove all decorations or structures. The hirer will be responsible for any costs associated with any damage to Council property caused by the placement or removal of decoration.

## **Condition of the Facility**

Name of Policy		
Owner: Service Manager Culture and Heritage	Area: Cultural Heritage and Tourism	POL No: 244
Date of Commencement: 31/10/2017	Approval Authority: ET	Date Approved: 31/10/2017
Amendment 2	Date of Next Review: 2020	Review: 3 years



# CITY OF PARRAMATTA

The hirer must leave the building in a clean condition and all goods and materials etc. brought in by the hirer must be removed from the premises no later than the end of the booking.

All furniture and equipment must be returned to its original location. The hirer will be responsible for the full cost of repair due to misuse of any Council equipment and fittings.

## **Removal of Garbage**

Removal of garbage is included in the hiring fee, provided garbage is left in the bins provided, or tied plastic bags ready for collection. No loose garbage or litter is to be left in the facility. Please flatten cartons for recycling.

## **Volatile / Inflammable Materials**

Bringing or using volatile/inflammable material of any type into or within the Centre is expressly prohibited. The use of Barbeques, candles or any other open flame object is prohibited.

## **Loss or Damage**

The hirer is responsible for the cost of making good any damage caused to buildings, floor, furniture or fittings arising out of, and in the course of, the function or meeting. Reasonable wear and tear accepted. Water marks or stain on the carpets or other floor coverings will result in partial or complete loss of security bond.

The Council is not responsible for the loss or damage to any property belonging to either the hirer or any person attending the function or meeting.

Any damage caused to Council property will be restored by the Council and the cost of such repairs or replacements will be charged to the hirer. The Council retains the right to determine the cost of any damage or cleaning required and to retain this amount from the security bond. The security bond less any deduction shall be refunded to the hirer within twenty-eight (28) days. Where damage exceeds the amount of the security deposit, the hirer will be charged the balance.

## **Direction from Council officers**

The hirer agrees to act in accordance with Council officers as directed.

<b>Name of Policy</b>		
Owner: Service Manager Culture and Heritage	Area: Cultural Heritage and Tourism	POL No: 244
Date of Commencement: 31/10/2017	Approval Authority: ET	Date Approved: 31/10/2017
Amendment 2	Date of Next Review: 2020	Review: 3 years



# CITY OF PARRAMATTA

Council reserves the right to require a Council Officer to be in attendance at functions where deemed necessary. An hourly fee will be charged to the hirer accordingly.

## **Alcohol**

No spirits or other alcoholic liquor will be permitted in the Centre.

## **Food and Drink**

Food and drink must be contained to the Heritage Gallery Meeting Room and are not permitted in the reception, exhibition spaces, and local studies library or foyer entrance.

## **Parking**

There is no parking facilities associated with the Centre.

## **Footpaths and curtilage**

The hirer shall not use the road or footpaths adjacent to the Centre to carry out any activity either directly or indirectly associated with the hiring of the Centre.

## **Storage of items**

No storage facilities can be provided and regular users are required to take all belongings with them after each booking. Council will not assume any responsibility for any such belongings left on the premises.

The hirer shall not use the address of the Centre for receiving mail except by prior arrangement with Council.

## **Noise**

The Parramatta Heritage and Visitor Information Centre are located within a residential development. The level of noise within the Centre is not to exceed normal background noise level when measured at any residential property.

<b>Name of Policy</b>		
Owner: Service Manager Culture and Heritage	Area: Cultural Heritage and Tourism	POL No: 244
Date of Commencement: 31/10/2017	Approval Authority: ET	Date Approved: 31/10/2017
Amendment 2	Date of Next Review: 2020	Review: 3 years



# CITY OF PARRAMATTA

## **Sales and exhibitions**

- i. Spruiking is prohibited.
- ii. The placing of advertising signs on the Parramatta Heritage & Visitor Information Centre is prohibited.
- iii. The set-up of the facility is to be in accordance with Council fire regulations. Fire exits are to be kept clear at all times.
- iv. Any damage to the facility or its fittings or equipment is to be paid for in full by the hirer.
- v. Amplified sound is not permitted in or outside the Centre.

<b>Name of Policy</b>		
Owner: Service Manager Culture and Heritage	Area: Cultural Heritage and Tourism	POL No: 244
Date of Commencement: 31/10/2017	Approval Authority: ET	Date Approved: 31/10/2017
Amendment 2	Date of Next Review: 2020	Review: 3 years