



**ACT**  
Government  

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Community Services

# Theo Notaras Multicultural Centre

## HIRE CONDITIONS AND AGREEMENT

Function Room  
Gallery  
West Wing Meeting Room

(JULY 2017)



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Welcome to the Theo Notaras Multicultural Centre. Hirers of the function and meeting rooms are required to enter into an agreement with Centre Management, Theo Notaras Multicultural Centre.

**This *Function and Meeting Rooms Hire Conditions and Agreement* will be reviewed twelve months from implementation or when any equipment located in the function room or meeting rooms are removed or replaced.**

Hirers are bound by the following conditions and should read them carefully before initialling each page and signing *Function and Meeting Rooms Hire Conditions and Agreement*.

*Function and Meeting Rooms Hire Conditions and Agreement* must be signed and provided to the Centre Management, Level 2, Theo Notaras Multicultural Centre no later than seven (7) calendar days before the intended use of the function or meeting room.

## ALCOHOL CONSUMPTION

Consumption of alcohol in any public area of the Theo Notaras Multicultural Centre, with the exception of the Function Room and West Wing Meeting Room, is a violation of the *Function and Meeting Rooms Hire Conditions and Agreement* and is therefore prohibited. No hirer or guest is authorised to leave the event with an open bottle or can of alcoholic drink.

The hirer is responsible for the behaviour of all guests at the event.

At no time should an intoxicated person be served or provided with alcohol.

If the hirer or guest/s damage, destroy or remove items provided with the venue, the hirer is responsible for the cost of purchasing new replacement items.

All premises in the Theo Notaras Multicultural Centre are monitored. Any event where alcohol is being consumed without approval may result in a period of hiring suspension as determined by the Director, Community Participation Group.

**Please note:** the hirer must declare on the Booking Form whether alcohol will be supplied/sold during the event.

## CENTRE OPENING and CLOSING HOURS

**The Theo Notaras Multicultural Centre is open between the hours of 8.00am and 10.00pm.**

The Theo Notaras Multicultural Centre is closed during ACT Government shutdown periods, for example, from 5.00pm, 24 December to the first ACT Government business day in the New Year and during the Easter break. The Gallery is not supervised by Centre Management during shutdown periods.

The Function Room and West Wing Meeting Room are closed during late December and early January each year as well as during the Easter break. The Function Room and West Wing Meeting Room closing dates are determined in January each year and will be provided to hirers on request.

**The Function Room and West Wing Meeting Room must be vacated and cleaned by 10.00pm, unless prior written approval has been received from Centre Management, Theo Notaras Multicultural Centre.**



## MEETING SPACES AVAILABLE FOR HIRE

The Theo Notaras Multicultural Centre provides one function room and two meeting areas which are known as the Function Room, the West Wing meeting room and the Gallery. These rooms are available for hire by the tenants of the Theo Notaras Multicultural Centre, not for profit community organisations, Government, and general members of the public.

### Capacity

Room	Capacity	Kitchen facilities
Function Room	250 seated – Theatre style 150 seated – Dining Style 300 standing	Yes
West Wing Meeting Room	20 seated – Theatre style 15 seated – Dining Style 25 standing	By negotiation - Limited access to the industrial kitchen
Gallery	This is a thoroughfare used for the display of arts and crafts.  70 standing	No

**Note: Events must not exceed the stated capacity of the Function Room/West Wing Meeting Room and Gallery.**

### Industrial Kitchen

An industrial kitchen is available for use during the hire of the Function and the West Wing meeting room. The kitchen is located opposite the Function Room.

Further information on the booking and use of the industrial kitchen is available from the Theo Notaras Multicultural Centre, Centre Management by telephoning 6205 3142 or emailing multicultural@act.gov.au

### Session Timings and Hiring Rates

Bookings may be made for one or more sessions

Monday to Friday	Weekends and public holidays*
Session 1: 8:00am to 12:00pm	Session 1: 8:00am to 12:00pm
Session 2: 1:00pm to 5:00pm	Session 2: 1:00pm to 5:00pm
Session 3: 6:00pm to 10:00pm	Session 3: 6:00pm to 10:00pm*



## HIRE FEES

All hire fees must be paid in advance of the commencement of hire. There is no charge for hiring the Gallery as this is an area for the display of arts and crafts only. The setting up and taking down of arts and crafts from the Gallery will only occur between the hours of 8:30am to 5:00pm, Monday to Friday.

The hire fee must be paid within seven (7) calendar days after the initial request for booking has been received by Centre Management, Theo Notaras Centre. If the hire fee is not paid by the required date, the booking will be deemed to have been cancelled and Centre Management, Theo Notaras Multicultural Centre, will not be liable for any loss sustained by the hirer.

**Please note:** All amounts are inclusive of GST. All private bookings will be subject to business rates. Community rates apply to all not for profit activities. Hiring rates and charges for the Function Room, West Wing Meeting Room are subject to change, generally from 1 January each year.

\*An additional cost of \$250 per booking may be applied for opening and closing the Theo Notaras Multicultural Centre during weekends and public holidays. This cost is applied to cover costs associated with ACT Government employees' attendance at the Centre.

## Community Rates

Function Room	West Wing	Gallery
\$180 for 1 session	\$40 per hour	No charge
\$270 for 2 sessions	\$40 per hour	
\$405 for 3 sessions	\$40 per hour	

## Business Rates

Function Room	West Wing	Gallery
\$200 for 1 session	\$40 per hour	No charge
\$360 for 2 sessions	\$40 per hour	
\$540 for 3 sessions	\$40 per hour	

## Government Rates

Function Room	West Wing	Gallery
\$250 per hour for up to four hours	\$40 per hour	No charge



Function Room	West Wing	Gallery
\$360 for 2 sessions	\$40 per hour	
\$540 for 3 sessions	\$40 per hour	

### Kitchen Hiring Rates

Hirers may also hire the industrial kitchen located in the Theo Notaras Multicultural Centre, when booking the Function Room or West Wing Meeting Room. Hirers booking the kitchen are bound by the Theo Notaras Multicultural Centre *Kitchen Hire Conditions and Agreement*.

Costs for hiring of the kitchen in conjunction with the Function Room or West Wing Meeting Room are as follows:

**Not-For-Profit Community Organisations rate:** \$50.00 per hour 2xhrs standard, extra hours can be negotiated

**Business rate:** \$100.00 per hour 2xhrs standard, extra hours can be negotiated

**Government rate:** \$100.00 per hour 2xhrs standard, extra hours can be negotiated

Kitchen facilities are not available to hirers of the Gallery.

**NOTE:** Hirers are not permitted to use any electrical or battery operated cooking/heating equipment in the kitchen unless that equipment is provided by Centre Management, Theo Notaras Multicultural Centre.

### Cleaning Deposit

The Centre Management, Theo Notaras Centre may require a cleaning deposit of \$200 when a booking is confirmed. Such a deposit will be refundable if the facility hired (including chairs, tables and areas surrounding the hired facility) is left clean and tidy.

If the hirer does not clean the hired facility (including chairs, tables and areas surrounding the hired facility) to a standard acceptable by Centre Management, Centre Management will retain the cleaning deposit and hire professional cleaners to return the facility to an acceptable standard.

If cleaning costs exceed the \$200 cleaning deposit, the hirer will be required to pay the additional costs. **If the hirer is unwilling or unable to pay the additional cleaning cost, the hirer may be subject to a period of hiring suspension, as determined by the Director, Community Participation Group.**

### Payment Options

Payments must be made by electronic funds transfer (EFT) to an ACT Government account. Payment methods are outlined on the booking form.

**The total cost of hire is required seven (7) calendar days after the initial request for booking has been received by Centre Management, Theo Notaras Centre.**



## Extension of the Hire Period

Extension of the hire of the Function Room and/or West Wing Meeting Room is at the discretion of the Director, Theo Notaras Multicultural Centre. Where an extension of hire is requested and granted during the hire period, associated hire fees must be paid immediately following the end of the hire period.

## BOOKING THE FUNCTION ROOM, WEST WING, GALLERY

Bookings can be made by contacting Centre Management, Theo Notaras Multicultural Centre on (02) 6205 3142 or via email: [multicultural@act.gov.au](mailto:multicultural@act.gov.au)

Priority is given to tenants of the Theo Notaras Multicultural Centre and not for profit community organisations.

A booking for hire must be in writing on the official Booking Form. **The completed and signed booking form must be returned to Centre Management, Theo Notaras Centre, and the hire fee paid within seven (7) calendar days after the initial request for booking.** If the booking form and/or hire fee are not received by the required date, the booking will be deemed to have been cancelled and Centre Management, Theo Notaras Multicultural Centre. Centre Management will not be liable for any loss sustained by the hirer.

ACT Government agencies and private businesses cannot book any more than 10% of available time in any calendar month.

All hirers must participate in a kitchen induction prior to the commencement of the booking day/time. All hirers must participate in a post-hire inspection.

If a potential hirer is unwilling or unable to attend an induction or post-hire inspection, the booking will not be confirmed or the hirer may be subject to a period of hire suspension, as determined by the Director, Community Participation Group.

## CONFIRMATION OF YOUR BOOKING

On receipt of the signed Conditions and Agreement and completed booking form for an event that is an approved use of the requested facility **and** proof of payment of the booking fee (if required), a booking will be made if the requested period is available/approved and the venue applied for will be fit for use during the hire period.

**The signed Conditions and Agreement, signed booking form and total cost of hire is required seven (7) calendar days after the initial request for booking.**

## Recurrent or Multiple Bookings

Approval of recurrent or multiple bookings is at the discretion of the Director, Community Participation Group.

For regular or multiple bookings please discuss booking and payment arrangements with Centre Management, Theo Notaras Multicultural Centre by telephoning (02) 6205 3142 between 8.30am and 5.00pm, Monday to Friday.



## Period of Hire

The period of hire shall commence and conclude at the agreed times nominated on booking. The hired facility is to be cleaned prior to the conclusion of the booking period and vacated promptly.

All premises in the Theo Notaras Multicultural Centre are monitored by CCTV cameras. Any extra time used which is not booked in advance may incur a penalty which can include additional costs or a period of hiring suspension as determined by the Director, Community Participation Group.

## Waiver or Reduction of Hire Fees

A waiver or reduction of hire fees must be approved by the Director, Community Participation Group.

Not-For-Profit Community Organisations seeking a reduction in the hire fee must provide a copy of their Australian Taxation Office certificate supporting their Not-For-Profit status.

The Director will consider the following when making a decision to waive or reduce a fee:

- whether the hirer is part of an ACT Government Advisory Council or undertaking work in line with an ACT Government/Commonwealth prevention strategy or Framework;
- whether the hirer is part of a community experiencing financial hardship. A community experiencing financial hardship must provide written evidence of their financial hardship or documentation that their community falls under the criteria below:
  - ❖ A new and emerging community facing financial hardship; and/or
  - ❖ A community that is holding a fund-raising activity for welfare relief activities; and/or
  - ❖ A community facing financial hardship and are staging a fundraising activity to increase their financial capacity; and/or
  - ❖ Aboriginal and Torres Strait Islander Communities holding community functions.

A reduction or waive in hire fees will not be considered if the hirer does not fall into the criteria outlined above.

## YOUTH EVENTS and PARTIES (14 – 18 YEARS)

Hirers must be over the age of eighteen (18 years) of age and will be required to provide evidence of their age to Centre Management, Community Participation Group, if doubt of age arises.

All youth events and parties must be supervised by an adult twenty five (25) years or older to ensure the safety of all guests and the security of the facility and surrounding areas. Details of supervisory arrangements must be provided to, and approved by, Centre Management, Theo Notaras Multicultural Centre.

No alcohol is to be supplied or sold at these events. Any event where alcohol is being consumed without approval will be subject to a period of hiring suspension. The length of potential suspension will be determined by the Director, Community Participation Group.

The hirer accepts full responsibility for the behaviour, actions and consequences of such behaviour and actions of all persons involved in the use of the Function Room/West Wing Meeting Room/Gallery during the hirer's booking period.





Hirers who fail to adequately supervise an event for young people will be subject to a period of hiring suspension. The length of potential suspension will be determined by the Director, Community Participation Group.

## **CANCELLATION AND CHANGES BY THE HIRER**

All cancellations or alterations must be in writing. Centre Management, Theo Notaras Multicultural Centre, must be notified of the cancellation or alteration no later than seven (7) calendar days before the hire date. Where a booking fee has been paid, cancellation will incur the following charges:

- Fourteen (14) calendar days or more notice - \$20 administration fee
- Less than fourteen (14) calendar days notice – 50% of the hire fee
- Less than seven (7) calendar days notice – 100% of the hire fee.

Where a booking fee has been waived, cancellations or alterations to the booking must occur no later than fourteen (14) calendar days before the hire date. If cancellation or alteration occurs less than fourteen (14) calendar days before the hire date an administration fee of \$20 may be charged.

**Cancellations made on or after the date of the scheduled booking will incur charges for the full amount of fees due for that booking.**

Where Centre Management, Theo Notaras Multicultural Centre incurs a loss or additional expenses due to a hirer cancelling or changing a booking, the hirer may be required to pay the expenses incurred. The Director, Community Participation Group, will determine whether the hirer will be financially responsible for the unforeseen expenses.

## **CANCELLATION OF BOOKING BY CENTRE MANAGEMENT**

Centre Management, Theo Notaras Multicultural Centre reserves the right to cancel or refuse bookings at any time. In such cases all monies will be repaid and Centre Management will not be liable to compensate the hirer or any other entity for any losses which may be suffered or for any costs associated with relocating the event.

**Note:** The refund process takes approximately thirty (30) working days. No cash refunds are available.

## **ADDITIONAL MATTERS**

### **Damages**

The hirer needs to inspect the premises on arrival and immediately report any damage to Centre Management, Theo Notaras Multicultural Centre. Where out of hours or the damage is the result of a break-in, a message can be left on (02) 6205 3142.

By agreeing to hire the Function Room, West Wing Meeting Room or the Gallery the hirer has agreed that any damaged incurred or loss of property will be the responsibility of the hirer. The Function Room, West Wing Meeting Room and/or Gallery will be inspected after use and additional charges may be imposed if the hirer has not adhered to the hire agreement.



## **Walls and Surfaces**

Nothing is to be put on the walls/cupboards/floors of the Function Room and West Wing Meeting Room such as stick pins, blue tack, tape or anything else that may damage/mark these surfaces. Nothing is to be written on or lent against the walls/cupboards of the Function Room and West Wing Meeting Room that may damage/mark these surfaces.

Partitioning is available in the Gallery for the hirer to hang, pin etc. their items on. The hirer may place items on the walls of the Gallery however, this is to be negotiated with Centre Management, Theo Notaras Multicultural Centre prior to the action occurring. Nothing is to be adhered to the floor in the Gallery without the prior consent of Centre Management, Theo Notaras Multicultural Centre.

## **Floors**

No food or drink to be consumed on carpeted areas, with the exception of a formal seated event. Food and drink must be consumed only in the areas with vinyl flooring. Any spillage of food or drink must be cleaned up immediately.

## **Public Liability**

It is the responsibility of the hirer to obtain public liability insurance. If the hirer is holding a public event, the hirer will be required to provide evidence of public liability insurance to a value of \$20 million. Hirers will indemnify the Centre Management, Theo Notaras Multicultural Centre of personal property damage or for any injury caused by the hirer's negligence. The Theo Notaras Multicultural Centre, Centre Management shall not be held responsible for any personal property placed in or left in the Function Room/West Wing Meeting Room/Gallery or the Theo Notaras Multicultural Centre.

## **Noise**

Please be aware that the Function Room, West Wing Meeting Room and Gallery are close to government and community offices and due consideration must be given to nearby tenants. Excessive noise could incur a fine for which the hirer is liable.

The Theo Notaras Multicultural Centre must be vacated no later than 10.30 pm.

## **Additional Equipment**

Lecterns, overhead projectors, microphones, sound systems and other equipment provided by the Centre Management for use during the hire period must not be removed from the hired facility.

Any costs associated with repairing or replacing equipment provided with the hired facility will be the sole responsibility of the hirer.

## **Access**

On weekdays, the Centre is open during normal business hours, 8:00am to 10.00pm. If the hirer has booked the Function Room, West Wing Meeting Room and/or Gallery after hours, or needs outside hours access for set-up, the hirer will need to make arrangements with Centre



Management, Theo Notaras Multicultural Centre by telephoning (02) 6205 3142 between 8.30am and 5.00pm, Monday to Friday.

## **Parking**

Paid parking and parking for people with disability is available at both sides of the Theo Notaras Multicultural Centre along London Circuit.

## **Transport**

The Theo Notaras Multicultural Centre is located close to the Civic bus interchange.

A taxi rank is located across the road from the Theo Notaras Multicultural Centre on London Circuit.

## **Smoking**

Smoking is not permitted within 15 metres of the Theo Notaras Multicultural Centre or anywhere in the Centre itself.

## **Security**

Hirers using the Function Room or West Wing Meeting Room after hours are responsible for shutting and where possible, locking the doors following completion of the event.

## **EMERGENCIES**

**For emergencies, such as fire, police or medical assistance, call 000 and provide the following details:-**

**Theo Notaras Multicultural Centre  
Level 2  
North Building, 180 London Circuit**

## **HIRER RESPONSIBILITIES**

Persons wishing to hire the Function Room, the West Wing meeting room and/or the Gallery must be over 18 years of age. Photographic proof of identity must be provided.

The hirer will be the person responsible for actively supervising the use of the hired facility and will be responsible for cleaning the hired facility following the event and any damage done to the hired facility or equipment during their period of hire.

The hire of the facility must not be assigned or transferred to any other person, persons, business or organisation/agency without prior written permission being received from Centre Management, Theo Notaras Multicultural Centre. Hirers must ensure that the Hire Agreement and any specific arrangements or instructions are complied with at all times.

A hirer shall not permit a person not subject to the direction and control of the hirer to use the facility hired.



Government, businesses and not for profit organisations who hire one or more facilities must do so only for the stated purpose which must be lawful and conducted in a manner that does not disrupt or inconvenience other users of the Theo Notaras Multicultural Centre.

All hirers must participate in an induction prior to the commencement of the booking day/time and a post-hire inspection.

Hirers must:

- Obey and follow all audible emergency alarms and written instructions provided in emergency response diagrams located in the Function Room, West Wing Meeting Room, Gallery and kitchen;
- Not tamper with any device or system designed for use in an emergency such as fire extinguishers;
- participate in a Function Room/West Wing Meeting Room/Gallery induction prior to the date of the hire;
- be over 18 years of age;
- accept full responsibility for the behaviour, actions and consequences of such behaviour and actions of all persons involved in the use of the Function Room/West Wing Meeting Room/Gallery during the hirer's booking period;
- not use the Function Room/West Wing Meeting Room/Gallery equipment/furniture in a manner other than its intended purpose ;
- not put anything on the walls, floors or other surfaces which may mark or damage these surfaces;
- not permit smoking or the use of illicit substances in the Function Room/West Wing Meeting Room/Gallery;
- ensure all rubbish is removed and the Function Room/West Wing Meeting Room/Gallery is returned to their previous clean state;
- supply their own alcoholic and non-alcoholic beverages, food, pots, pans, crockery, cutlery and other utensils required during the hire period;
- ensure all electrical appliances provided by hirer to be used on site meets Australian Standards;
- not use cooking appliances in the Function Room/West Wing Meeting Room/Gallery;
- vacate the Function Room/West Wing Meeting Room/Gallery promptly at the end of the hire period; and
- participate in a post hire inspection of the Function Room/West Wing Meeting Room/Gallery.

## **Hirer/Organisation Suspension**

Hirers who fail to implement their responsibilities may incur additional costs or a period of hiring suspension. The length of potential suspensions will be determined by the Director, Community Participation Group.

## **Items Left by Hirer**

Hirers have twenty-four (24) hours to collect any items (including personal items) left in the Function Room/West Wing Meeting Room/Gallery at the end of the hire period. After 24 hours, Centre Management, Theo Notaras Centre, will dispose of all items left behind.



## Rubbish Removal

All waste must be removed by the end of the hire period.

## CENTRE MANAGEMENT RESPONSIBILITIES

Centre Management will ensure:

- all chairs, tables, display boards located in the Function Room/West Wing Meeting Room/Gallery are stable, clean and functional;
- all equipment provided with the Function Room/West Wing Meeting Room is in good working order and electrical equipment is tested and tagged;
- the entire Function Room/West Wing Meeting Room are professionally cleaned every 6 months.

I have read and understood the *Function Room/West Wing Meeting Room/Gallery Hire Conditions and Agreement*.

Hirer name: ..... Signature: .....

Date: .....