

Fern Tree Community Centre

Booking Conditions – Sept 2013

Bookings

Bookings for the Community Centre and associated facilities may be made by any member of the Fern Tree Community or other persons subject to the approval of the Committee in some circumstances.

All those wishing to use the Community Centre must complete a Booking Form. No bookings will be accepted without lodgement of a booking form and payment of a deposit. The deposit must be at least equal to the hire fees or the bond.

Booking forms may be sent by email to bookings@ferntree.tas.au. Receipt will be confirmed by the return of an invoice for the hire fees and bond. Alternatively booking forms may be posted to the Association address (8 Stephenson Place Fern Tree Tas 7054). Payments may be made to the Association's bank account by EFT or direct deposit or sent by cheque with the booking form.

Confirmation of Bookings

Where bookings are one off and no approval of the Committee is involved, bookings will be confirmed on completion of a Booking Form and payment of a deposit. Confirmation of the booking will be by email or telephone.

Regular bookings also require completion of a Booking Form and payment of a deposit covering at least the bond.

Uses

Permitted Uses

Family Reunions/Gatherings

Weddings

Polling Booth

Craft Groups

Discussion Groups

Yoga and exercise classes*

Lectures, workshops and seminars

Musical recitals and practice sessions

Children's birthday parties

* For these uses the hirer must show evidence of public liability insurance cover

The chairs and trestle tables are only available for those hiring the Community Centre.

Non-permitted uses

Parties (especially 21st or teenage)

Sporting or similar activities**

Political rallies

** The committee may approve these uses in certain circumstances

Fees

All fees (including bond) must be paid in full at least 14 days prior to the booking date or the booking may be forfeited.

See Hiring the Community Centre for current list of fees.

Changes to Bookings

Where changes to booking dates and or times are necessary a new booking form must be lodged annotated to the effect that the previous booking should be cancelled.

The fees paid for hire of the facilities or the bond may be forfeited where bookings are cancelled or changed with less than 2 weeks notice.

Public Liability Insurance

Public liability insurance covering the activities which are being held at the Community Centre is the responsibility of users.

Any groups or organisations using the Community Centre on a regular basis must have public liability insurance; private individuals may be covered under their home and contents policies; any caterers who may be employed must have public liability insurance.

Keys and Access

Keys and access to the Community Centre are only made available for the duration of the booking.

If access is required beyond the booking to decorate or set up for a function or to clean up afterwards this should also be included in the booking and paid for accordingly.

Keys will not be made available without completion of a Booking Form and receipt of the relevant fees. Users will be informed how to obtain the keys shortly before the booking.

Users must ensure that all doors are locked when they leave and the keys returned to where they came from.

Cleaning and Damage

It is a condition of booking the Community Centre that it is cleaned up after use. Cleaning facilities are provided to this end.

Users should report any items which are not available or getting low.

If the Centre has not been cleaned properly the refund of the bond will be subject to deduction of the relevant costs.

Any damage to the facilities must be notified immediately. The cost of repairs will be billed to the user.

Electrical Equipment

Users must ensure that the heaters, fans and kitchen equipment (except the fridge) are turned off before leaving.

Payments and Receipts

The Booking Form has been designed so that the user can keep the bottom part as confirmation of payment of the fees. This part of the form serves as a tax invoice/statement.

The Treasurer will provide a formal tax invoice/receipt if requested on the top part of the booking form.

Return of Bond

Subject to the Community Centre being in a satisfactory state after its use, the Treasurer will normally return the bond in the form of a cheque through the mail.