

NSW Council of Social Service

Terms and Conditions of Meeting Room Hire

Introduction

Thank you for booking an NCOSS Meeting Room. NCOSS aims to provide our clients with meeting rooms that are well maintained and accessible. Please read and understand the following conditions of hire to ensure your use of our meeting rooms complies with our policies.

Access to the venue

1. NCOSS business hours are 9:00am-5:00pm. The hirer must notify the NCOSS administration team if they require the use of the meeting room outside of business hours via email info@ncoss.org.au or by phoning 02 9211 2599.
2. Site inspections can be arranged with NCOSS staff during business hours by appointment.

Use of the venue

1. NCOSS staff will demonstrate the safe use of all equipment and facilities prior to use. It is the hirer's responsibility to ensure these instructions are adhered to.
2. If the hirer moves venue furniture and fittings, they must be returned to their original storage place/set-up.
3. The hirer is liable for any damage to the premises during booked hours. This includes the behaviour of all people accessing the venue during the hire period.
4. No animals, except Assistance or Guide Dogs, are permitted access to the building.

Insurance

1. Public liability insurance (PLI) – NCOSS shall be indemnified against any claims for injury to persons or damage to property arising out of this hiring and such indemnity shall be expressed in the form of a public risk insurance policy in the minimum amount of \$20,000,000 for any individual claim which may be made.
2. A certificate of currency must be submitted to NCOSS at the time the booking is made.
3. NCOSS reserves the right to cancel a booking if the hirer fails to comply with the public liability insurance clauses above.

Cleaning

1. It is the hirer's responsibility to leave meeting rooms in a clean and tidy condition, disposing of waste in the rubbish bins provided, wiping down the tables with antibacterial spray, and sweeping floors if required to return the premises to a clean condition.
2. While the hirer is granted full use of the NCOSS kitchen, the kitchen must be left in a clean and tidy condition at the conclusion of the booking.
3. If the hirer does not adhere to the cleaning policies listed above, the hirer shall be held responsible for any additional cleaning costs of the premises as a result of the premises being left in an untidy and unsanitary condition.

Catering

1. The hirer can self-cater or hire their own caterers (NCOSS can provide catering options upon request).

Parking

1. NCOSS does not have any parking space to provide.

Cancellations

1. A 50% deposit will be required for any booking for 2 days and over.
2. In the event of a cancellation by the hirer, a fee may be forfeited by the hirer as follows:

Notice of cancellation	Fee
More than 3 days prior the booking	\$0 – all fees paid by hirer are fully refunded
Less than 3 days prior to the booking	The deposit is non-refundable

Regulations

1. The hirer must comply with all legal requirements relating to the use of premises.
2. All persons engaged or employed by the hirer in connection with the venue shall comply with the provisions of this agreement, and the hirer agrees to accept responsibility for any failure on the part of his agents, employees, contractors, guests and invitees to observe and comply with these provisions.