

MULTICULTURAL COUNCIL OF TASMANIA

HUB HIRE AGREEMENT

ACTIVITIES

The Hub is a space where events that service and benefit the local community are encouraged. The community benefit needs to be clearly identifiable or able to be clearly articulated by potential users of the space. If it is not clearly articulated a commercial rate will be charged. Approval of events is at the discretion of the Hub staff, and advisory committee.

- No religious or political material is to be displayed at the Hub, nor is material deemed offensive by Hub staff to be displayed
- No alcohol is to be consumed at the Hub, excluding Multicultural Council of Tasmania organised events.
- You are to provide your own coffee, tea, milk and any other consumables – coffee stirrers, plates and cups are available for use.
- No cooking is to be conducted in the kitchen, only heating is permitted.

BOOKINGS

- Bookings can be made via our website, by email to office@mcot.org.au, by telephone or by dropping into the hub during business hours. All bookings are not confirmed until an invoice is issued and payment is made.
- A bond and fee is required for all bookings.
- Due to high demand from many communities, we do not accept ongoing weekly bookings

BOND

- A bond of \$50 (members/friends) and \$250(non-members) is required upon booking. This bond will be returned to the hirer on the condition the venue is left in the condition it was prior to use and after a MCoT staff member signs the “After Event” form (enclosed)

PAYMENT

- Hub hire fees can be paid by credit card via our website, by direct deposit or in cash

CLEANING

- Hirers are expected to clean the premises after use, and ensure toilets are left hygienic and unsoiled. Should a cleaner be required the user will be lose their deposit and be required to pay any additional fees relating to cleaning services on top of this.
- Stack the dishwasher before leaving, if the kitchen has been used.
- Make sure the microwave is wiped clean, if the kitchen has been used.
- All equipment, chairs, and tables are to be returned to appropriate storage spaces at the completion of hire.
- All technical and electrical equipment brought onsite by the hirer must have current tag and test certification.
- MCoT supply for cleaning: 1 mop and bucket, 1 floor duster (to sweep), some crockery, rubbish bins & bags and cleaning products for floors and kitchens
- Hirer to supply own tea towels, vacuum cleaning and any other items required.
- Remove any rubbish from the Hub.

DAMAGE TO THE HUB

- It is the responsibility of the hirer to report any damage to the Hub upon arrival. If you see damage report it immediately by emailing office@mcot.org.au. Include photographs if possible

- In the case of damage made to the Hub during use the hirer is required to contact staff immediately. Should any damage occur during your use of the space you will be responsible for repair costs.

STORAGE

The Hub cannot store items as space is limited. All items brought in by groups must be removed from the premises (including rubbish) at the completion of an event.

ALARM & SECURITY

- Carefully follow the instructions attached for the building's security alarm.
- The hirer will be charged for any security call-out fees that occur (\$80 per call out)
- Absolutely NO smoking, open flames or alcohol is allowed on site.
- The use of open flames can trigger the alarm and/or cause safety risks. Any costs incurred due to the use of open flames will be charged to the hirer.

THEFT

The Multicultural Council of Tasmania nor its staff will be liable for any loss or damage sustained by the hirer, or any person, firm or corporation entrusted to or supplying any article or thing to the hirer by reason of any such article being stolen, damaged or lost and the hirer agrees to indemnify the Hub against any such actions.

CANCELLATION

Cancellations can be made up to 48 hours before the event. If a booking is cancelled within 48 hours of the event the Hub will retain the deposit.

KEYS

- One set of keys will be issued to the contact person listed. This person is required to attend an induction for the building.
- The keys are not to be shared with anyone who is not listed on the agreement.
- If multiple people need access to the keys, please list their name(s) and phone number(s). These people MUST attend a building induction.

PUBLIC LIABILITY INSURANCE

- If your organization has Public Liability Insurance, please provide a copy

OTHER

- The Hub address must not be used as a contact place or registered office unless authorised by Hub staff.
- No animals are permitted in the Hub except for animals who provide assistance.

I agree to the above terms and conditions for hiring the Multicultural Hub through the Multicultural Council of Tasmania

Name _____

Date _____

Signed _____

PRIOR TO EVENT - INDUCTION | Date: _____

	STAFF	HIRER
The hirer has provided a bond (\$50 mem. \$250 non-mem.)	<input type="checkbox"/>	<input type="checkbox"/>
The hirer has been shown and understands the security alarm protocol	<input type="checkbox"/>	<input type="checkbox"/>
The hirer agrees to clean the space after their event and leave the Hub in the condition in which it was provided	<input type="checkbox"/>	<input type="checkbox"/>
One set of keys has been issued	<input type="checkbox"/>	<input type="checkbox"/>

Key # _____

All contacts listed have attended a building induction	<input type="checkbox"/>	<input type="checkbox"/>
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AFTER EVENT | Date: _____

	STAFF	HIRER
The space was properly cleaned and returned to the original condition	<input type="checkbox"/>	<input type="checkbox"/>
One set of keys have been returned	<input type="checkbox"/>	<input type="checkbox"/>

Key # _____

All extra items hired have been returned in original condition	<input type="checkbox"/>	<input type="checkbox"/>
The hirer's bond has been returned If not, please provide details below	<input type="checkbox"/>	<input type="checkbox"/>

(Y / N)

NOTES:

Event Details

Event Title _____

Date for Hire _____

How many people will be at the event? _____

Facilities Needed (included in hire)

<input type="checkbox"/> Main Hall	<input type="checkbox"/> Front Meeting Room	<input type="checkbox"/> Tables
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Chairs	

Extra Items Needed (additional cost)

<input type="checkbox"/> Sound System (\$40)	<input type="checkbox"/> Projector (\$20)
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Primary Contact Details (who will be receiving the key)

First Name _____

Last Name _____

Organization _____

Mobile _____

E-mail _____

Post Address _____

City / Postcode _____

Street Address _____

City / Postcode _____

If any others need access to keys, please list their details below

First & Last Name	Mobile Phone Number
_____	_____
_____	_____
_____	_____

Are you or your organisation a Member of MCoT?

Yes No

Bond & Hire Fee Deposit

Please pay by cash or direct transfer
Account Name: Multicultural Council of Tasmania Inc
BSB: 633000
Account #: 156332801
Reference: Hub Hire

Please advise us if you would like to receive a receipt.