

# REALM MEETING ROOM HIRE

## Meeting Room Hire Terms and Conditions

### **HOURS OF USE**

Realm Meeting Rooms are available for use from 9am - 7:30pm Monday to Friday excluding public holidays and designated periods. Meeting room bookings must conclude by 7:30pm to allow for security clearance and building closing operational procedures.

### **BOOKING A MEETING ROOM**

Please book via website <https://www.maroondah.vic.gov.au/Explore/Halls-and-facilities-for-hire/Realm-Room-Hire>. Invoices will be emailed requesting for payment within 3 days to confirm the meeting room booking. Should the booking be within 3 days of requesting the booking, payment must be paid prior to the booking date and time. If payment is not received within the required time, bookings may be cancelled without notice.

### **CANCELLATIONS**

In the event of cancellation by the hirer, written notice must be provided. Full fees apply unless 48 hours is given.

### **CANCELLATIONS OF BOOKINGS BY COUNCIL**

Council may cancel the booking by verbal and or/written notice to the Hirer if:

- Council becomes aware that the event, goods or services proposed to be held, or provided by the Hirer are objectionable, dangerous, infringes any copyright, is prohibited by law, or would be detrimental to council.
- Repairs or alternations to the venue are required
- Previous room hire fees are outstanding
- In the event of an emergency, Council may cancel the booking without any notice
- Under Government direction due to COVID restrictions.

The Hirer agrees, under the conditions of hire, to accept the cancellations as above and waives the right to make any claim by law or equity, for loss or damage in consequence thereof. If council cancels the booking without fault of the Hirer, then council will refund any amounts paid by the Hirer.

### **EQUIPMENT**

Room bookings include complimentary use of Wi-Fi, data projector, whiteboard, lectern and HDMI and HDMI adapters. HDMI and HDMI adapters will incur a \$15 fee if not returned.

### **NOT FOR PROFIT**

Council offers community group organisations that are incorporated (not for profit organisations) a discounted rate as per fees and charges. Organisations must be incorporated and benefit the community with profits and surpluses not being distributed to owners, members or any other individual or group of individuals. Proof of eligibility may be request. Excludes government departments.

### **HIRE PERIOD**

The hire period should include and allow for enough time to set up before and after the event. This is to ensure that the next hirer can access the venue at the booked time. All events must be finalised

within the agreed hire period and additional charges will be applied if rooms are not vacated by the nominated end time.

### **LIMIT OF HIRE**

Council does not accept ongoing bookings or permanent bookings by way of lease or license for the venue. This ensures that the venue is available to benefit the wider community. A maximum of 4 bookings can be made by any one Hirer at one time.

### **RESPONSIBILITY OF THE HIRER**

The Hirer must not:

- Affix any item to any part of the meeting room
- Move any furniture without approval
- Move any dividing walls
- Use blutac, sticky tape, Velcro or sticky dots on walls or windows.

**Noise levels** must be kept to a reasonable level, so they do not impact other meeting rooms and business areas and must not cause a nuisance or be offensive.

Meeting Rooms must be left in a clean and tidy condition after use. The Hirer is responsible for any additional cleaning costs if the room is left in an unclean or damaged state on a cost recovery basis. Any damages are to be reported immediately. During Business hours, all damages are to be reported to Realm Operations. Outside of business hours, please report to ground floor Customer Service Team Members.

Anything brought into the Meeting Room by the Hirer must be removed at the completion of the booking. Storage of any nature (long or short term) is not available.

**Smoking is prohibited** in the venue and surrounds at all times, including within 5 metres of the entrance. The Hirer must ensure that all participants at the venue comply with this condition.

### **CATERING**

Catering is available and can be provided by Caffé Stazione who are located on the ground floor within the building. The Caffé Stazione menu is attached in the booking confirmation email, please email [realm.operations@maroondah.vic.gov.au](mailto:realm.operations@maroondah.vic.gov.au) or the café directly to lodge your request. Payment must be paid before or the day of your meeting room booking directly with Caffé Stazione.

Crockery, cutlery, utensils, napkins etc will be provided by Caffé Stazione and must remain in the meeting room after use.

External catering cannot be sourced and consumed within the meeting rooms.

**PLEASE NOTE:** The venue is fitted with security cameras throughout which are in operation 24 hours a day.

### **DELIVERIES**

Realm does not accept deliveries on behalf of hirers. Equipment and materials must be brought into the building by hirer and removed at the conclusion of the hire period. Storage facilities are not available.