

The Hunter Region Business HUB ROOM HIRE TERMS & CONDITIONS

Room hire at THE HUB is subject to agreement to the following terms and conditions. Please note, these terms and conditions may be changed without notice.

ROOM HIRE, SERVICES & EQUIPMENT CHARGES

THE HUB has two large training rooms and a board room available for hire for training or meetings.

All prices are inclusive of GST.

Training Room 1

– seats up to 20 people at tables or up to 40 people theatre style.

- \$ 90.00 half day (members)
- \$ 130.00 per day (members)
- \$ 120.00 half day (non-members)
- \$ 160.00 per day (non-members)

Board Room

- \$55.00 half day (members)
- \$99.00 full day (members)
- \$75.00 half day (non-members)
- \$120.00 full day (non-members)
- \$5 per head for tea & coffee

- Rooms are available for hire during business hours and evenings on weekdays.
- Rooms are not available for hire on weekends or Public Holidays.
- Hirers are able to bring their own audio and video equipment if appropriately tested and tagged for safety and as per legal requirements.

EQUIPMENT CHARGES

– requirements to be advised at time of booking.

Projector

\$220.00 per day or part thereof (laptop is not included)

Smart Board

\$220.00 per day or part thereof

Wi-Fi access

\$30 per day or part thereof

- All rooms are equipped with whiteboards and an electronic whiteboard and flip charts are available on request.
- Hirers may bring their own internet connection.

CANCELLATIONS BY THE CENTRE

- Cancellations made within 14 days of the function date will incur a cancellation fee of 50% of the hire fee.
- Cancellations made within 48 hours of the function date will incur a cancellation fee of 100% of the hire fee.

INVOICING AND PAYMENT

- To secure the booking the hire fee must be paid in full. Payments by cash, cheque, direct deposit or credit card are accepted.

Cheques to be made payable to Hunter Region Business Enterprise Centre Inc. Hirer's full name, address, phone number, driver's licence number and invoice number for which payment is being made are to be written on the reverse of the cheque.

Payments by mail should be addressed to:

Hunter Region Business Hub
P.O. Box 195
Kurri Kurri NSW 2327



Cnr Barton and
Merthyr Streets
Kurri Kurri NSW 2327



reception@huntervalleyhub.com.au
PO Box 195
Kurri Kurri NSW 2327



FREE CALL
1300 304 794
Phone 02 4936 2557
Fax 02 4936 2886



www.huntervalleyhub.com.au

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SECURITY

- On arrival at the Centre the hirer will be provided with contact details for a staff member.
- In the event the training/meeting extends beyond the normal closing time of the Centre the hirer should contact that staff member at least ½ an hour before they wish to vacate the Centre to allow the staff member to return to secure the building.
- The hirer must remain at the Centre until it has been secured by a member of staff.

EMERGENCY MANAGEMENT

- The hirer is responsible for familiarising themselves with the THE HUB Emergency Evacuation Plan and the emergency assembly points.
- Plans and assembly point locations are posted at each exit point of the building.
- A copy will also be provided to the hirer on arrival along with an induction by a staff member in regards to emergency exits, evacuation points, facilities and signage.

INSURANCE

- The hirer must hold their own Public Liability Insurance of not less than \$10 million or such other amount as advised in writing.

INELIGIBILITY

- THE HUB cannot hire facilities to any person under the age of 18 years.
- THE HUB can be hired for business functions only.

DUTY OF CARE

- The hirer undertakes to exercise full duty of care to all participants using the room (hired by the hirer) at THE HUB whilst they are the hirer.

ALCOHOL AND DRUGS

- THE HUB is a prohibited drugs “free” venue.
- Alcohol is not to be brought onto the premises without prior approval of the Board.

SMOKING

- THE HUB is a smoke-free venue. Smoking is not permitted in any part of the centre or within 10 metres of any entrance/exit.



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USE

- The hirer is prohibited from removing any artwork from on the walls.
- The hirer agrees to pay for any damage that occurs due to their use of the facility and equipment. This may include security callouts if the rooms are left unsecured at the end of the session.
- The hirer is not to move furniture between the training rooms without the express permission of THE HUB staff.
- Costs to replace keys or re-key locks will be passed on to the hirer if keys are lost or not returned.
- The hirer must ensure an appropriate level of supervision of their group, so as to not affect the operations of business being conducted at THE HUB.

CLEANLINESS

- Please leave the room as you find it – everything you bring, must go with you. Rubbish bins are provided.

CATERING

- Standard coffee, tea, sugar, milk and biscuits are available at a cost of \$5 per person.
- A coffee machine is available for gourmet hot beverages at a cost of \$2 per cup.
- Please contact Centre staff should additional catering be required.

PROPERTY NOT OWNED BY THE HUB

- Neither THE HUB nor its staff will be liable for any loss or damage sustained by the hirer or any person, firm or corporation entrusting to or supplying any article or thing to the hirer by reason of any article or thing being lost, damaged or stolen.
- The hirer indemnifies THE HUB against any claim by such person, firm or corporation in respect of such article or thing.

VIOLATION OF LAWS

- The hirer shall not violate statutory regulation or law in or about THE HUB.

DETERMINATION

- If the hirer is in breach of any of the above conditions, the hirer understands that this agreement can be terminated without further notice and without refund of or hire fees or bond (if applicable).

THE HUB ROOM HIRE BOOKING FORM

FUNCTION DETAILS

Day and Date of Hire:

Type of Function:

Number of People:

Room(s) Requested:

Catering Requirements *(please provide detail)*:

Details/special requests/comments/etc:

CONTACT DETAILS

Company:

Contact Name:

Address:

Email:

Phone:

Mobile:

I have received and understand the evacuation procedures of the THE HUB.

Signature:

I, _____
(PRINT NAME)
 have read and agree to comply with above conditions stated in this agreement.

Signature:

Date:

OFFICE USE ONLY

Received and processed by:

Date:

Payment Details:



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