

HUNTER REGION BUSINESS HUB ROOM HIRE TERMS & CONDITIONS

Room hire at The Hub is subject to specific terms & conditions. Please check the details on this page as part of your inquiry into hiring a room at The Hub.

Please note, this content is updated from time to time and may be changed without notice.

Booking Application

- The right to use The Hub is subject to receiving a room hire terms & conditions form & agreement to comply with these terms & conditions of hire.

Room Hire, Services & Equipment Charges

The Hub has a training room and a boardroom for hire for training or meeting purposes.

Small Training Room – seat up to 18 people at tables

\$ 99.00 per half day (members)

\$ 150.00 per day (members)

\$ 130.00 per half day (non-members)

\$ 180.00 per day (non-members)

Boardroom – 10 people at table

\$ 66.00 per half day (members)

\$ 110.00 per day (members)

\$ 85.00 per half day (non-members)

\$ 130.00 per day (non-members)

- Bookings can be made for weekdays during business hours or evenings by arrangement. Room Hire is not available weekends or Public Holidays.
- All prices are inclusive of GST.
- Hire fees will be in accordance with the set room hire rates prepared by The Hub.
- Hirers are able to bring their own audio and video equipment if appropriately tested and tagged for safety and as per legal requirements.
- A projector is available for hire @ \$220.00 per day (minimum hire \$220.00), but hirers must provide their own laptop.
- All rooms have whiteboards and a mobile electronic whiteboard and flip charts are available. Please advise your requirements when booking.
- For access to the internet, hirers are able to bring their own wireless internet connection.
- Wi-Fi access is available @ \$30 per day.

Cancellations

- In the event of unforeseen emergency, The Hub has the right to cancel your booking at no cost to the hirer.
- Booking cancellations made by the hirer must be received 14 days prior to function date, or 50% of the hire fee shall be chargeable.
- If cancellation is within 48 hours of hire date the full hire fee paid will not be refunded.

Invoicing and Payment

- **Full hire fee** must be paid at time of booking venue. Until all monies are paid the booking is only tentative.
- Payment by cash, direct deposit or credit card is accepted.



Cnr Barton and
Merthyr Streets
Kurri Kurri NSW



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Security

- If there are no other groups or people still in the facility & the training extends beyond normal closing time, the hirer must ensure that the appropriate security procedures are followed when vacating the facility.
- In the event the training extends beyond normal closing time the hirer must give at least ½ hour notice to nominated staff to enable them to travel to premises to secure the building prior to the hirer vacating. Note – this may incur additional costs.

Emergency Management

- The hirer is responsible for familiarising themselves with 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 and 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 including of not less than \$10,000,000.00 or such other amounts as advised in writing which shall include an indemnity of the Licensor as owner or occupier of the workspace premises, loss or damage to the Licensee's plant, fixtures, fittings, stock and equipment from all insurable causes and insurance against risks peculiar to the undertaking of the Licensee.

Ineligibility

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

Duty of Care

- The hirer will 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. No alcohol is to be brought onto the premises with the exception of previous permission received from the Board.



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Smoking

- The Hub is a smoke-free venue. Smoking is not permitted in any part of the centre or within 10 metres of the doorway.

Use

- The hirer is prohibited from removing any artwork on the walls. If it is absolutely necessary please contact staff to do so.
- 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, i.e. tidy – everything you bring, must go with you. Dirty glasses and cups are to be placed in the dishwasher and any rubbish removed. Rubbish bins are provided.

Property Not Owned by The Hub

- 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.

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- 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 or hire fees or bond (if applicable).



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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: _____

Phone: _____

Mobile: _____

I have received and understand the evacuation procedures of The Hub.

Signature: _____

I, 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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