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VENUE HIRE POLICY AND PROCEDURES



DOGWOOD CROSSING, MILES VENUES

Dogwood Crossing, Miles has a number of areas that are able to be hired for use by the general community. There are policies and procedures in place for the benefit of both Dogwood Crossing, Miles and the Hirers.

Venue: **THE MURILLA ROOM**

Availability: 7 days a week, when regular DCM activities are not scheduled.
Subject to availability.

Description: This purpose built space will be available for hire subject to availability and the discretion of Dogwood Crossing, Miles staff. The workshop is equipped with a kitchenette and wet area flooring. The space is ideal for art and craft workshops, group meetings, corporate training, small functions etc. The cost to hire the facility will be as prescribed by Council and recorded in its Register of Cost Recovery Fees

Size: 80 square metres

Venue: **TREE HALL**

Availability: 7 days a week, when regular DCM activities are not scheduled.
Subject to availability

Description: The foyer/social history area is available for hire for functions upon request. The area is ideal for corporate functions or special events. The cost to hire the facility will be as prescribed by Council and recorded in Register of Cost Recovery Fees

Size: 51 square metres

VENUE HIRE

1. BOOKING ARRANGEMENTS

All bookings shall be made with Dogwood Crossing, Miles staff.

A Venue Hire Confirmation Form needs to be completed and returned to Dogwood Crossing, Miles for your booking to be confirmed.

Should you wish to cancel the booking after it has been confirmed, please notify us immediately. Cancellations made less than 24 hours before the hire date will still incur the full hire fees.

Hire fees must be paid prior to use of the Venue unless other arrangements have been made.

If applicable, the key to the Murilla Room shall be collected from Dogwood Crossing, Miles staff during opening hours on the day of the function or the day before the function. Dogwood Crossing, Miles opening hours are Monday - Friday 9am - 5pm, Saturday 10am - 2pm, Closed Sunday, Closed Public Holidays, Christmas and Easter Periods.

2. OBLIGATIONS AFTER USE

The key must be returned to Dogwood Crossing, Miles staff during opening hours on the day after the function, unless other arrangements are made.

At the completion of each function the furniture used is to be stored neatly in the location it was found.

The Hirer is responsible for ensuring all doors and windows are locked, all lights and power points are turned off upon the completion of the function.

The Hirer will be responsible for:

1. Washing, drying and stacking in the appropriate places all of the crockery and utensils used during the function.
2. Removal of all rubbish from the function areas.
3. Wiping clean and stacking tables and chairs in their respective positions.
4. Sweeping the sections of the complex used.
5. Spot mopping areas where spillage has occurred.

Cleaning needs to be completed prior to vacating the Venue. An Exit Checklist needs to be completed and returned to Dogwood Crossing, Miles staff immediately after use.

If the Venue is not left in a satisfactory manner, a cleaning fee of an additional days hire will be charged.

CONDITIONS OF USE

1. USE OF THE VENUE

The Hirer is to ensure that nothing is permitted which is disorderly or unlawful in connection with the use of the Venue.

The Hirer shall, while on the premises, abide by the directives of Council staff.

The Hirer is responsible for the behaviour of those in attendance during the hire period.

Council reserve the right to ban and / or have any person/group removed from the premises where that person/group has, or is likely to cause injury/damage to other persons or property.

The Hirer may have access to the Venue prior to the booked period on consultation with Dogwood Crossing, Miles staff. Consideration must be shown to other users of the facility when the Centre is open to the public.

All functions are to cease by 12.00 midnight. All people must have vacated the premises by 1.00am.

2. OBSERVANCE OF VENUE HIRE PERIOD

Observation of the allocated booking times is important to avoid clashes between the various hirers who use the Venue.

The Venue must be vacated on or before the agreed time.

3. CARE OF PREMISES

The Venue and facilities must be left in a tidy condition by the Hirer prior to vacating.

The Hirer is responsible for proper cleaning of kitchen areas, and for loss or damage to -equipment and facilities, which are used by themselves or caterers, musicians, decorators, etc. contracted by the Hirer.

All hire areas are to be left as they are found.

Any equipment used is to be returned to its correct storage area, unless otherwise advised.

All rubbish is to be collected and placed in the appropriate waste and recycle bins.

4. MUSIC AND NOISE

Music and noise are to be restricted to a reasonable level. All music and noise must cease by 12.00 midnight.

The level of noise emissions from any band, orchestra, musical instrument, DJ or activity within the facility shall not exceed normal background noise level when measured at the nearest boundary of any residential property. After 10.30pm the noise emissions shall not exceed the background noise at any point outside the Venue .

CONDITIONS OF USE

5. SMOKING

The Centre has a no smoking policy. Smoking is not permitted in the Venue.

6. DAMAGES AND REPAIRS

The Hirer will be responsible for any expenses in connection with repairs, security and improper use of safety equipment and / or extra cleaning necessary which may become necessary as a consequence of the booking.

Council reserves the right to determine the cost of any damages and / or extra cleaning necessary, above and outside that which is normally expected following usage of the room. Council reserved the right to bill the Hirer for additional costs.

7. INSURANCE

The Hirer should have their own insurance for any items of value brought into the centre.

8. PROPERTY

Council is not responsible for any form of loss or damage arising from the hiring of the room and from events being held in council's facilities. Council recommends appropriate security and indemnity measures, be taken by the hirer or any person in the facility at the invitation of the Hirer, in respect to any loss or damage.

The Hirer is not permitted to remove or relocate any property or items in the centre not belonging to the Hirer, without written consent from Council.

9. DECORATIONS

Decorations may only be put up with permission of Dogwood Crossing, Miles .

10. SAFETY

No items shall be placed in front of or obstruct clear access to the fire exits. Obey directions of Dogwood Crossing, Miles staff in regards to WH&S and in the event of an emergency.

11. CHILDREN

Children on the premises are to be supervised at all times by a responsible adult. Hirers must ensure that children are not placed at risk upon entering or leaving the Venue or grounds.

CONDITIONS OF USE

12. ANIMALS

No pets or animals are allowed on the premises except registered guide, hearing or assistance dogs.

13. EQUIPMENT

The Hirer is required to ensure that all facility equipment and / or furniture is cleaned and undamaged. Any damaged furniture and equipment must be reported immediately. Hirers not reporting damage or faults will be held responsible for the repair of the goods.

14. ACCESS / SET-UP / PACK-UP

The Hirer may have access to the Venue prior to the booked period for the decoration of rooms on consultation with Dogwood Crossing, Miles staff.

15. WALLS / ALTERATIONS AND PAINTING

The Hirer shall not affix nails, screws, posters, decorations, bunting or draping which in any way defaces the building premises.

Council must grant written permission for any alteration made to fixtures, walls, ceilings, or floors.

16. PROHIBITED SUBSTANCES / ARTICLES

The Hirer is not permitted to take into or use the following substances within the Centre or grounds:

- o Any type of firework or flammable substances
- o Any chemical substance deemed toxic or dangerous

17. UNCOLLECTED GOODS

All items of property owned by the Hirer must be removed from the Venue before the agreed vacation time, unless special arrangements have been made with a Dogwood Crossing, Miles staff member.

18. BREACH OF AGREEMENT

Council reserves the right at its sole discretion not to approve any application or to cancel the agreement at any time for any breach of policy or procedure.

Failure to comply with the requirements set out in this policy will be regarded as a breach of agreement, giving Council the right to sue for the recovery of any amount due and / or to cancel all or any such future booking.

VENUE HIRE PRICING: FEE CLASSIFICATION

Definitions:

COMMERCIAL/PRIVATE

Commercial/Private Hirers are defined as those where the income from the Hirer's activities are for a commercial or personal purpose. Individuals who wish to hire the Venue for a private function are classified as Commercial/Private clients.

For example:

- Commercial hire of the Venue for a product launch, commercial event or business meeting.
- Private hire of the Venue for a wedding reception or similar function.
- Community education classes/activities such as aerobics, dancing, language, activities that benefit the Hirer financially.

COMMUNITY

Community Hirers are those where the income from the Hirer's activities are retained by a community group or are dispersed to another organisation which does not in turn dispense them to individuals. The activity of the group has a clear and demonstrated community benefit. Community members pay membership fees which cover such items as rent of the Venue.

For example:

- A community arts organisation who hires the Venue for meetings. The Group's activities are essentially non-profit and can be accessed by a wide cross section of the community.
- Activities run by incorporated non-profit organisations such as art societies, rotary clubs etc.

VENUE HIRE FEES

	MURILLA ROOM	TREE HALL
Commercial/Private (greater than 4 hours)	\$80.00	\$125.00
Commercial/Private (up to 4 hours)	\$40.00	\$62.50
All Community Groups (greater than 4 hours)	\$15.00	\$50.00
Community Groups from outside of the Western Downs Local Government Area (up to 4 hours)	\$7.50	\$25.00
Community Groups located in the Western Downs Local Government Area (up to 4 hours)	no charge	no charge

As at 14 September 2016

dogwoodcrossing.com

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