

BALLAARAT MECHANICS' INSTITUTE (BMI)

HIRE OF ROOMS: TERMS & CONDITIONS AS AT 1 MAY 2010

Statement of terms and conditions for use of the Humffray Room and the Theatre Foyer* at the BMI as at 1 May 2010 (Note: This statement has 5 pages)

The **Humffray Room** is available for hire by approved commercial or community groups for meetings, cultural and social purposes. This beautifully restored heritage room on the second level overlooking Sturt Street is newly carpeted floor with a 4.5 x 5m. polished board area. The by room is served a lift. Facilities include a bar/servery, 3 door refrigerator unit, sink, hot water and glasswasher. The **Humffray Room** can hold up to 120 seated theatre-style, 150 standing, 70 seated dinner-style.

** The **Theatre Foyer** is on the Mezzanine level immediately below the Humffray Room. It holds up to 40 people seated theatre style, up to 60 standing. (Note: The foyer is being used as the temporary venue for the BMI library during ground floor refurbishment works. It will not be available for hire until after July 2010.)*

The Humffray Room and Theatre Foyer (when available) may be booked separately or together.

A sound system, laptop computer and data projector are available for hire for \$20 per day for each item.

Where potential hirers intend to engage a caterer for a function, they are advised to arrange for the caterer to visit the BMI to view rooms and obtain a clear prior understanding of spaces, items and facilities available and what the caterer may need to provide.

Facilities

Toilets are accessed from the Foyer. These toilets are available to users of both the Humffray Room and Foyer. There is a toilet for disabled persons. This level also has a small kitchenette for preparation and serving of light refreshments, tea and coffee.

Hire rates as at 1 May 2010:

Hire is available on the following terms

- **Hourly** rate \$44 per hour incl. GST. Minimum booking is 2 hours.
- Standard cleaning fee per hiring \$30 + \$3 GST = **\$33.**
- Standard charge for use of amenities (refrigerator, glasswasher etc) \$27.50 incl. GST (No charge if amenities not used)
- Heating @ \$5.50 incl. GST per hour. (No charge if heating not used).

A discount of 10% on the hourly rate applies for hires of 4 consecutive hours or more on the one day.

Day hire flat rate \$330 incl. GST for hires over 8 up to 12 hours. Other charges as above. Rates for longer periods may be determined by negotiation.

The BMI may, at its discretion, vary quoted rates to address particular hirer needs e.g. approved community group hirers or multiple bookings.

Conditions of hire

These terms assume assurances acceptable to the Institute of:

(1) After function leaving room clear of all rubbish, decorations etc. For evening functions, if there is no booking for the room on the following day, day-time access may be arranged to complete clear up.

(2) Agreement to pay cost of repairs for any damage to paintwork, floor coverings, plant, fittings or facilities in the building. The Institute may require a bond for some hires.

(3) For evening functions (beginning or continuing after 4.30 p.m.), a nominated security person acceptable to BMI for the duration of the function who will

- ensure that no unauthorised persons have access to the building
- monitor access to the toilets and security of the building
- ensure that no persons enter parts of the building other than the Humffray Room and toilet areas, that lift and stairways are used safely and sensibly, especially if children are present
- ensure that all persons have left the building, that all lights, heating and appliances used are switched off when the function concludes
- ensure that the Humffray Room, Williamson Foyer and front doors are locked before leaving.

A key will be provided giving access to front entrance door, Humffray Room and Williamson Foyer (toilets). The key can be collected the day prior to the hire. Where requested, reasonable time for preparation of the room will be negotiated on a costs only basis (power, heating, security costs).

The Institute does not hold a liquor licence. It is a hirer's responsibility to check whether the details of a function are such that a liquor licence may be required.

You are welcome to visit the BMI before hiring to check out what glasses, facilities and furniture etc. are available. If a caterer is engaged, he/she is welcome to visit to inspect facilities beforehand. The library is open 9.30 a.m. - 4.30 p.m. week days and the librarian on duty will give access to the Humffray Room.

A deposit of 50% of the total booking fee will be required when a booking is confirmed. A refundable bond of up to \$250 against damage to the building may be required at the discretion of the BMI. Hirers will be issued with a Tax Invoice for payment.

Booking Procedures

Initial enquiries about availability should be made at the BMI Library Desk (Tel/fax 5331 3042 or email bmilibrary@ncable.net.au). A booking request form will be available from the Library desk, may be downloaded from the website at <http://www.ballaratmi.com/bookings> or supplied by email or post. Bookings will normally be confirmed or otherwise within five business days after receipt of the booking request form.

Conditions of hire: Hirers are required to agree to the following conditions of hire:

Security and protection of BMI building:

(1) The hirer will ensure adult supervision at all times of groups including children aged 16 years or younger. Stairways and lift are to be used only for necessary access to Humffray Room and/or Theatre Foyer areas with no running or games in stairways.

(2) At the end of a hire period outside normal BMI business hours, the hirer or hirer's nominated security person will be responsible for ensuring that all people connected with the booking have left the building, that all lights other than security lights and all heating appliances are turned off and that all lockable internal and external doors are locked.

(2) No alcohol will be served or permitted for consumption on BMI premises during the period of the hire without the prior approval of the BMI. For the preparation and serving of food and/or drinks, the hirer will use only areas and appliances agreed in advance with the BMI. If a liquor licence is required for a hire function, it is the responsibility of the hirer to obtain such licence.

(3) Before leaving the building after the function, the hirer will ensure that all spaces used are cleared of rubbish and that all food/drink areas used are clean.

Public and Property Liability

(4) The hirer acknowledges that he/she deems the space hired to be safe and suitable for the purposes of the hire. The hirer accepts responsibility for any claim for damages arising out of the activities organised by the hirer.

(5) The hirer undertakes to pay the costs of repair of any damage to any property of the BMI arising from actions of anyone associated with the hire.

(6) The hirer has read and will take all reasonable steps to observe requirements of the attached statement of fire evacuation procedures, operation of the automatic fire sensor system in the BMI building and responsibilities of hirers and contractors.

MECHANICS' INSTITUTE : Application for Room Hire

Hirer's acceptance of terms and conditions:

I _____ have read the terms and conditions of hire and information re fire sensors and evacuation procedures. I accept these conditions of hire.

Name of club/organisation: _____

Room(s) hired: _____

Days/dates/times of hire: _____

Name and mobile no. of responsible person contact on day(s) of hire:

Full fee for booking (incl. GST) \$ _____

Amount of Deposit lodged \$ _____

Amount of bond lodged \$ _____

Address for invoice: _____

Signed (hirer): _____ Date: _____

Signed (for BMI) _____ Date: _____

BALLAARAT MECHANICS' INSTITUTE (BMI)

Fire Services and Emergency Evacuation Procedures

1. **NO SMOKING:** All interiors of the BMI are strictly **NO SMOKING** areas.
 2. **No candles, naked flames or smoke machines are to be used in any part of the BMI buildings.**
 3. **Smoke /fume sensors:** All interior spaces are fitted with smoke and fume detecting sensors. When activated, these sensors automatically trigger a call to the Fire Brigade which despatches fire vehicles(s) to the BMI buildings to identify and deal with the problem triggering the call-out. Costs of the call-out are payable to the Fire Brigade.
3. **Responsibilities of space hirers and contractors:** The presence of these sensors and consequence of triggering them are drawn to the attention of all hirers of space in the BMI and contractors engaged for work at the BMI. Hirers of space and contractors are expected to take reasonable care to ensure that:
- the **no-smoking rule** and prohibitions listed in Item 2 above are strictly observed
 - that BMI management is consulted beforehand about the use of equipment which may generate **heat and/or sparks and/or fumes.**
 - That heating appliances including urns, coffee-machines, electric heaters, grinding and welding equipment introduced by hirers or contractors and the proposed locations of use of such appliances are approved in advance by BMI management.

Where fire services costs are incurred by the BMI because of what it reasonably believes to have been caused by the negligence of a hirer or contractor or failure to observe the restrictions itemised above, the BMI will seek reimbursement of these costs.

BUILDING EVACUATION PROCEDURES

1. All interiors of the BMI are signed with permanently lit **EXIT** markers.
2. The fire sensor system is linked to a whole of building public address system which is programmed in case of emergency to direct everyone immediately to evacuate the building. Persons in Humffray Room, Sutton Room and Theatre Foyer should follow the **exit sign to the nearest stairway** to ground level and proceed out the **front (Sturt Street) door** of the building.
3. The **LIFT must NOT be used** in emergency evacuations of the building.