



Welcome to the Ocean Shores Community Centre. This document provides you with the information you require to regularly hire all or part of the Centre.

Fees are to be paid one month in advance, unless alternative arrangements have been made with the Bookings Officer.

The Bookings Officer can be contacted on:

Telephone: 0498 999 106

Mail: PO Box 2100, Ocean Shores, 2483

Email: [bookings@oceanshorescommunitycentre.org.au](mailto:bookings@oceanshorescommunitycentre.org.au)

We prefer that you pay by bank transfer. The Centre's bank details are:

Ocean Shores Community Centre

**Summerland Credit Union**

**BSB 728728 Account 22306380**

The keys should be collected from the security boxes at the Centre and returned prior to departing the property. If keys are not returned, \$50 per day will be charged until they are returned.

The Hirer must supervise all users of the Centre, both inside and out, including the toilet facilities. Children must be supervised by responsible adults at all times.

Smoking and/or illegal drug use, unlawful games of chance and activities that breach the Copyright Act are prohibited on the premises. For health and safety reasons, dogs are not permitted inside the premises.

We encourage patrons to respect the peace of fellow patrons and our local community, especially taking into account the volume of music. The windows on the southern wall should be fully closed when loud, amplified music is played, or when noise such as drumming, shouting, etc. is included in sessions.

Depending on use of the facility, a current Public Liability Policy with a minimum insured sum of ten million dollars must be maintained. Checklist "A" or "B" must be completed and returned to the Bookings Officer.

The Hirer must notify the Bookings Officer in writing regarding any person/s injured while on the premises under this Agreement. Written statements from witnesses and the injured person/s must be provided.

The Hirer must ensure the premises are vacated on time and left in a clean, tidy condition. Lights and fans must be switched off. Windows and doors must be closed and locked. The glass sliding doors have floor bolts that must be locked.

The Hirer will meet the cost of:

- Extra cleaning, if required.
- Disposal of excessive rubbish.
- Repair of the Centre and the repair or replacement of its equipment, if damaged during use or if the Centre is vandalised after it has been vacated but not properly secured.

Please note that if doors are left open or lights and/or ceiling fans are left on, the Hirer will be advised. After two incidents, the Hirer will be charged \$20.00 for any further such incident.

It is essential that:

- All care is taken when delivering and removing equipment.
- No structural alterations are made.
- No nails or screws are driven into any part of the Centre.

The Committee accepts no responsibility for property left on the premises.

The Committee reserves the right to refuse to hire the Centre to persons, or for purposes, deemed to be unsuitable.

This Agreement may be required to be renewed taking into account any change to details of hire and any fee adjustments that may have been introduced.

A regular Hirer may terminate this Agreement at any time by giving one week's notice in writing. If there is no default by the Hirer at the date of termination, any fees paid for the period beyond the termination date will be refunded.

The Management Committee has the right to terminate the Hire Agreement, or refuse future use, if there has been a significant breach or repeated breaches of the agreed conditions. In this case the Committee must give the Hirer one week's notice in writing.

In fairness to the community, the Management Committee reserves the right to use the premises (inside and outside) at any time, giving at least one month's notice. Examples of such occurrences are when Federal or State elections are called and the Centre is required for voting purposes and when special functions and open-to-public events have been booked well in advance. In such cases every effort will be made to minimise the inconvenience to the Hirer.

Ocean Shores Community Centre,  
Section 335 Management Committee