

Terms and Conditions for Meetings

1. Access to hired room(s) is from the agreed hire times only;
2. All rooms have either a standard set-up or no set up. Please ensure the room is left as you find it unless by prior agreement;
3. The Hirer agrees to pay fees on presentation of WACA CIO invoices and overdue invoices will incur 5% interest, monthly;
4. The Hirer is responsible for completing a fire register by maintaining a list of attendees. If the fire alarm is activated whilst you are in the building, you take your fire register and follow the **FIRE EXIT** routes. As the Hirer, you are responsible for ensuring that everyone in attendance exits the building as quickly as possible. The **FIRE ASSEMBLY POINT** is located at the rear of the building in the car park area marked EFS/Community Centre Car Park. The centre staff will check the toilets. Do not re-enter the building until you are specifically told it is safe to do so.
5. The Hirer must leave room(s) in a clean and tidy condition for use by others;
6. The Hirer is responsible for ensuring that any materials attached to the walls or partition is secured by white tack only. Any other form of adhesion such as Sellotape, Blu tack, double sided sticky tape is not permitted as this will damage the walls;
7. Any equipment hired is to be used in accordance with the user manual, or with instruction from the Centre staff;
8. The Centre is a no smoking facility. Please ensure that any smokers do not smoke in front of the main entrance, but move the rear of the building;
9. Please sign these Conditions of Hire as received and understood, retaining a copy for reference.

Signed

Dated