

# Room Hire Application

## Caboolture Hub - Learning and Business Centre Level 1. 4 Hasking Street. Caboolture QLD 4510



**Postal Address**  
PO Box 159  
Caboolture QLD 4510

**Caboolture Hub**  
Ph: 07 5433 3700

**Internet**  
[www.mbrc.qld.gov.au/caboolture-hub](http://www.mbrc.qld.gov.au/caboolture-hub)  
[caboolture.hub@moretonbay.qld.gov.au](mailto:caboolture.hub@moretonbay.qld.gov.au)

*Fees listed are applicable 1 July 2024 – 30 June 2025*

**ABN:** 92 967 232 136

### Applicant Details:

Name of organisation:  ABN:   
Contact name:  Phone number:   
Address:   
Email address:

### Booking Details:

Room name:  Date/s required:   
Start time (inc. set up):  Finish time (inc. pack up):  Number of people to attend:   
Name of booking (for signage purposes):   
Is catering required?  Yes  No  Unsure  
If booking the Training Room, are computers required?  Yes (additional fee applies)  No  
If booking the Seminar Room/s, set up required:  Classroom  U-shape  Boardroom  Cabaret  Theatre  Cocktail

### Additional Details:

How did you hear about us?

### Indemnity and Disclaimer:

Are you a Casual Hirer (i.e. an individual person, not conducting business, and hires a Council venue no more than 12 days a year) and do not have public liability insurance?  Yes  No

Is the Hirer a registered not for profit organisation?  Yes  No

Has a copy of **public liability insurance cover certificate of currency** for min \$20m been provided with application?  Yes  No

I/We

Confirm I/we are an authorised representative and have authority to sign and incur charges on behalf of

Organisation:

- Hereby acknowledge having read and understood the conditions of hire within this document and agree to be bound by and comply with all these conditions;
- I/We further agree to be responsible for ensuring that all individuals or groups using the premises in association with this event shall comply with the conditions of hire;
- I/We further acknowledge having read and understood the fees and charges listed within this document;
- I/We further acknowledge hire fees must be paid in full **at the point of making a booking**. Bookings will not be taken without payment.
- I/We acknowledge that the hire fees apply only for functions occurring in the current financial year. If the booking is for the following financial year the fees will be as adopted by Council for that financial year and a supplementary invoice will be sent;
- I/We agree to indemnify Moreton Bay City Council from, and in respect to, all actions, suits, claims or demands of any kind arising out of, or relating to, the hire and use of the venue owned by Moreton Bay City Council in respect of any activities undertaken by us, or any other party involved.

Signature:  Date:

**Please note:** Signatory must be over 18 years of age.

### Privacy Statement

Moreton Bay City Council is collecting your personal information for the purpose of assessing your application. Council will use your personal information to update Council's customer information records and to contact you about other functions and services of Council.

## Notes:

- Rooms can be hired from 8am - 5pm, Monday - Friday.
- For out of hours' bookings or for other special events, phone the Learning and Business Centre to discuss your request.

## Fees:

General hire and not for profit organisation fees (25% discount off General Hire fees):

Room Title	Per 2-hour block		Half day (4-hour block) 8.00am - 12.00pm or 12.30pm - 4.30pm		Full day (9-hour block) 8.00am - 5.00pm	
	General	Not for profit	General	Not for profit	General	Not for profit
Seminar Rooms	\$88.05	\$66.05	\$128.35	\$96.25	\$256.70	\$192.55
The Boardroom	\$95.20	\$71.40	\$136.00	\$102.00	\$271.95	\$203.95
Training Room *	\$88.05	\$66.05	\$128.35	\$96.25	\$256.70	\$192.55
Meeting Rooms	\$46.75	\$35.05	\$66.90	\$50.20	\$133.15	\$99.85
Business Pods	-	-	\$37.65	\$28.25	\$75.30	\$56.50
The Terrace	\$48.10	\$36.10	\$93.10	\$69.85	\$186.20	\$139.65
Video Conferencing					\$54.40	\$40.80

## Other Fees:

Staffing Fee	Price on application e.g. after hours bookings
Cancellation Fee	Written notice of a cancellation must be provided, or cancellation must be made by the Hirer in the online booking system. 31 calendar days or more notice: full refund 8 - 30 days notice: 25% of hire fee 7 days or less notice: full fees apply and no refund is provided Full catering fees may apply subject to notice period of cancellation
Venue Service Fee	\$27.50 per half hour or part thereof, applied when additional services are arranged by venue staff
Security Fee	At cost + Venue Service Fee, for security guard hire (at Council's discretion)
Excess Cleaning Fee	At cost + Venue Service Fee, applied if the hired or shared space is damaged or additional cleaning is required

## Room Descriptions:

Room title	Description
Seminar Rooms	Singularly, each of the 4 Seminar Rooms can accommodate 50 people cocktail style or theatre style, 30 people classroom style, 21 people u-shape, 20 people open-ended boardroom or various other set up styles, plus up to 2 facilitators. Ceiling mounted data projector, screen, audio, microphone, Wi-Fi, whiteboard and hearing loop. Optional lectern and flip chart. Combined, all 4 Seminar Rooms can accommodate 200 people cocktail style or theatre style, 140 people closed or 112 people open cabaret style, 120 people classroom style or various other set up styles, plus up to 2 facilitators. All AV/IT seamlessly interlinks.
The Boardroom	20 people boardroom table seating, video conferencing, 98" 4K LCD screen, 4K camera with 14 x optical zoom, with pan and tilt options, ceiling speakers and microphone, electric whiteboard, lounge, kitchenette, audio and Wi-Fi, with access to the Business Lounge.
Training Room *	Classroom style seating for up to 27 people plus 1 facilitator, projector, screen, audio, whiteboard and Wi-Fi. * 18 Microsoft Windows 10 computers with Office 2016 and internet connectivity can be added. Charges apply: 2 x Venue Service Fee for set up and removal (totals \$55.00).
Meeting Rooms	5 various rooms available with different configurations. Includes data projector, screen, audio, Wi-Fi and whiteboard.
Business Pods	3 small meeting rooms available, each with a round table and seating for 4, includes a whiteboard and Wi-Fi.
The Terrace	50 people maximum. Open air under cover function area.

# Conditions of Hire

## Bookings

- Booking requests must be made by completing the Room Hire Application Form, or online via <https://mbrc.bookable.net.au/>.
- The person completing the application form, and whose signature appears on the form, is subject to the conditions of hire and must be over 18 years of age.
- Council reserves the right to accept, refuse or cancel any booking.

## Hire fees

- Must be paid in full **at the point of making a booking** via Bookable, or after the Room Hire Application Form is received Council will contact the Hirer to arrange payment. Bookings will not be processed without payment.
- Fees and charges are determined by Council and are available for viewing on the website or application form.
- Fees are subject to change each financial year. Bookings occurring the following financial year will be subject to that financial years prices.

## Hire period

- The hire period should include sufficient time to allow set up/pack down and cleaning before and after the event to ensure that the next Hirer gains access to the venue at the booked time.
- All events must be finalised within the hire period. Additional charges will apply if rooms are not vacated by the nominated end time or by 5pm Monday to Friday, whichever occurs first.

## Cancellations by the Hirer

- Written notice of a cancellation must be provided, or cancellation must be made by the Hirer in the online booking system.
- 31 calendar days or more notice: full refund
- 8 - 30 days notice: 25% of hire fee
- 7 days or less notice: full fees apply and no refund is provided
- Full catering fees may apply subject to notice period of cancellation.

## Cancellations of bookings by Council

- Council may cancel the booking if:
  - Council becomes aware that the event, goods or services proposed to be held, or provided by the Hirer are objectionable, dangerous, infringes any copyright, is prohibited by law, or would be detrimental to Council.
  - Repairs or alterations to the venue are required.
  - The hire fees have not been paid or required documents not lodged, within the allocated timeframe.
  - In the event of any emergency, Council may cancel the booking without notice.
- The Hirer agrees, under the conditions of hire, to accept cancellations as above, and waives the right to make any claim by law or in equity, for loss or damage in consequence thereof. If Council cancels the booking without fault of the Hirer, then Council will refund any amounts paid by the Hirer.

## Hours of use

- The Learning and Business Centre is open from 8am - 5pm Monday - Friday, excluding public holidays and Christmas closedown period.
- After hours' access to meeting rooms is available by arrangement and price on application – please contact the venue on (07) 5433 3700 to discuss.

## After hours' access to the Caboolture Hub

- The entrance is via the lower ground car park for after hours use and the card secure door is NOT to be left open or ajar at any time. You are responsible to have someone on the door to let your attendees into the building.
- By leaving the door open you are breaching security of the building and most importantly of your guests and staff in the building. You may put up a temporary notice on the door to give your attendees your mobile number to contact you, so they can be let into the building.

## Alcohol and catering

- The Hirer must comply with legislation defined by the State Governments Liquor Licensing division.
- Full catering is available at the Learning and Business Centre. Outside food is not permitted in the venue.

## Venue service fee

- A Venue Service Fee of \$27.50 per half hour (or part thereof) apply to bookings that require additional services to be arranged by Council staff.

## Security fee

- The cost of guard hire plus the Venue Service Fee for bookings that require security as determined by the Learning and Business Centre staff.

## Cleaning fee

- The cost of additional cleaning plus the Venue Service Fee will be charged if further cleaning is required over and above standard cleaning.

## Not for profit discount

- Council offers community organisations that are incorporated not for profit organisations, a discounted price as per the fees and charges. Organisations must be incorporated and benefit the community with profits and surpluses not being distributed to owners, members or any other individual or group of individuals. Proof must be provided to qualify for the discounted price. Excludes government departments.

## Insurance

- The Hirer must provide evidence of a minimum of \$20,000,000 Public Liability Insurance cover for the hire period, and a copy is to be submitted with the completed Room Hire Application Form or online booking prior to the event date, except where the Hirer meets the requirements of Council's Casual Hirer's guidelines.

## Liability

- The Hirer shall be liable for, and will indemnify Council for any claims, loss, damage or injury to any person or property arising from the use of the venue.

## Conditions of Hire continued

### Limit of hire

- Council will not accept permanent bookings by way of lease or licence for the venue.
- The conditions of hire do not assign the regular Hirer exclusive use of the venue.
- From time to time regular Hirer's bookings may be cancelled or room changed, to allow for significant 'one off' events access to the venue. As much notice will be given as possible, should cancellation or room change of a regular booking be required.

### Special conditions

- The Hirer otherwise agrees and acknowledges that the venue is in suitable repair and clean condition.
- The venue must be returned to council in a suitable repair and a clean condition at the end of the hire period.
- Council retains the right to determine the cost of any repairs and cleaning required.

### Child protection requirements

- Hirers whose activities include children less than 18 years of age must comply with current legislation regarding Working with Children, including blue card requirements and risk assessments, unless the child's parents are on the premises. Refer to [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au) for further information.

### Damage

- All damages are to be reported immediately. During business hours, all damages are to be reported to the Learning and Business Centre (07) 5433 3700. Outside of business hours all damages are to be reported to the Venue Supervisor 0428 302 676.

### Disabled access

- Wheelchair and disabled access toilets, parking and facilities are available.

### Disputes

- Any disputes or differences arising as a result of the interpretation of the conditions of hire shall be resolved in accordance with Council's Complaints Management Policy.

### Media

- Media personnel require permission from City of Moreton Bay to enter the Caboolture Hub. Please contact Council on (07) 3205 0555 to prearrange.

### Emergency contacts

- Police and other emergency services – phone 000.
- City of Moreton Bay – phone (07) 3205 0555.
- Caboolture Hub Learning and Business Centre (during business hours) - phone (07) 5433 3700.

### Noise

- Every endeavour must be made to contain noise and music at a level that does not interfere with other rooms.

### Parking

- Onsite disabled parking is available at the Caboolture Hub. General parking is available in the multi storey car park adjacent to the Caboolture Hub. Time limited parking is available under the Town Square and throughout the precinct. All parking is free however fines may apply if time limits are exceeded. Refer to signage and park with discretion.

### Safety and responsibility (risk management)

- Any identified emergency services representatives and relevant Council employees have the right to access any or all parts of the venue at any time.
- The signing of the Room Hire Application Form/online booking is on the basis that the Hirer accepts full responsibility for activities undertaken at the event, and for ensuring acceptable risk management techniques are practised.
- At all times, the Hirer is to observe and practice general safety, so as not to cause injury/damage to guests, attendees or workers.
- At no time does Council accept any responsibility for security/control or safety of the Hirers' property. Hirers must secure their own property to all foreseeable risks. This includes damage and loss of their property.
- The Hirer will comply in every respect with the regulations relating to public buildings and overcrowding, and obstruction of passages, corridors and emergency entry/exit points. Any person causing an offence against such regulations shall be at risk of being removed from the venue.
- Evacuation plans can be found at each main entry to the venue.
- Hirers are responsible to familiarise themselves with the evacuation plans and procedures and to identify them to participants.
- Hirers are responsible to familiarise themselves with the location of the fire fighting equipment and to identify them to participants.

### Smoking

- Smoking is prohibited in the venue and surrounds at all times, including within five (5) metres of the entrance/doorways and within ten (10) metres of a children's play area.
- The Hirer must ensure that all participants at the venue comply with this condition.

### Use of the venue

- Council reserves the right to refuse hire of the venue or any portion thereof without explanation.
- The venue shall not be used for any illegal or immoral purpose. All animals, except bona fide assistance dogs, are prohibited from entering the venue.
- A representative or agent from Council shall at all times have the right to access to any room for the purpose of ensuring compliance with conditions of hire.

### Marketing

- Agreement to these conditions also indicates agreement to receive occasional marketing communications via the contact details provided. Please contact the Learning and Business Centre on (07) 5433 3700 or [caboolture\\_hub@moretonbay.qld.gov.au](mailto:caboolture_hub@moretonbay.qld.gov.au) should you not wish for this to occur.

**Please note: A security report regarding time Hirer's enter and exit the venue is monitored. The venue is fitted with security cameras throughout which are in operation 24 hours a day.**