



South West Community Transport is pleased to offer, for hire, the facilities of their new training room at 10 Cary Grove, Minto.

The room has the ability to hold approximately 80 people seated in theatre style or 30 with tables in a U shaped setting.

Access to electronic audio and visual equipment is available on request.

Hire fees are very reasonable for HACC funded groups with the minimum charge being \$20 for an hour or \$105 for the full day. Non HACC funded groups rates are slightly higher.

Please contact South West Community Transport on 9426 8999 for an information package This package may also be downloaded from our website <http://>



33 226 912 121

P. O. Box 5099, Minto NSW 2566

Phone Enquires 9426 8999
Client Bookings 1300 138794

Facsimile: 9426 8900
Email: transport@swct.com.au

Minto Training Room Conditions of Hire.

South West Community Transport (SWCT) shall endeavour to ensure access to training room by eligible organisations and that access is provided without discrimination.

All revenue generated supports the operations of South West Community Transport.

SWCT reserves the right to refuse access to persons / organisations who it reasonably believes may pose a risk to the safety or well being of team members, themselves, the general public, SWCT facilities / resources

SWCT activities and HACC funded organisations will receive priority over non HACC funded organisations.

Group permanent bookings may be made by submitting an Expression of Interest for access to SWCT training room. Copy of the EOI may be obtained by phoning 9426 8999

Restrictions of Use

Informal groups that are not part of an organisation, and are thus not incorporated or accredited, are not eligible. It is inappropriate for SWCT to take on the risk of liability for activities of the group when:-

- a) The group holds no public liability insurance;
- b) The group is not accountable to any committee or body for service standards or operating requirements.

Conditions of Hire

Availability

The training room shall be available from 7.30am to 7.30pm Monday to Friday
Access for extended hours and or on weekends will be by negotiation only.

Access - 7.30am to 7.30pm Monday to Friday

- Contact Co-ordinator on arrival for access to room
- A 10 minute OH&S induction procedure to be undertaken
- External catering may be organised by the hirer – no cooking permitted on the premises
- Parking may be either in the car park or on the road, depending on availability of spaces. Parking will not be provided within the factory.

Minto Training Room
Conditions of Hire - continue.

Access for extended hours and or on weekends – by negotiation only

- representative must visit SWCT during business hours prior to date of hire to
 - a) obtain key and alarm password
 - b) undertake a 10 minute OH&S induction procedure
- External catering may be organised by the hirer – no cooking permitted on the premises
- Parking may be either in the car park or on the road, depending on availability of spaces. Parking will not be provided within the factory.
- Key must be returned to SWCT Co-ordinator during business hours on the day following the hire.

SWCT shall supply the following:-

- access to training room
- table and chairs as per application form – hirer to set room up as required
- white board
- access to audio equipment including projector, microphone, if required
- access to kitchen and toilet facilities.

SWCT shall NOT supply the following:-

- tea, coffee, milk, food, cutlery, crockery etc
- white board markers, butchers paper
- lap top to connect to audio system – unless previously negotiated
- access to factory or mezzanine office.

Facilities shall be left in a clean and tidy manner, this includes

- returning all chairs and tables to the storage area
- vacuuming of floors
- kitchen and bench areas cleared of all food, rubbish and wiped down
- toilet areas left in clean and tidy condition

Penalty rates shall apply for failure to leave facilities in a clean and acceptable manner.

Full replacement costs will be charged for equipment / furniture breakage, loss of key (if applicable)

Training Room Hire Rates

HACC Funded Organisations

Hours of hire including set up	HACC funded organisation Rates excluding equipment	Equipment Hire Optional Extra	HACC funded organisation Rates including equipment
1	\$20	\$20	\$40
2	\$40	\$20	\$60
3	\$60	\$30	\$90
4	\$75	\$30	\$105
5	\$90	\$40	\$130
Flat day rate	\$105	\$50	\$155

Above rates subject to GST

Non HACC Funded Organisations

Hours of hire including set up	Non HACC funded organisation Rates excluding equipment	Equipment Hire Optional Extra	Non HACC funded organisation Rates including equipment
1	\$30	\$20	\$50
2	\$60	\$20	\$80
3	\$90	\$30	\$120
4	\$110	\$30	\$140
5	\$130	\$40	\$170
Flat day rate	\$150	\$50	\$200

Above rates subject to GST

Training Room Hire Form

1. Group Information

Name of organisation _____

Address for Correspondence _____
_____ Post Code

Name of Contact Person _____

Phone: Work: _____ Mobile: _____ Home: _____

Fax No: _____ Email Address: _____

2. Bookings

Regular booking required One-off booking required *Please tick one*

Day of Week and Frequency _____ *e.g. every Monday or 2nd Monday of month*

Times – including set up and clean up times

Start time: _____ am/pm Finishing time: _____ am/pm

Can your group be flexible with this day? Yes No *Please tick one*

Please provide an alternative day of week, if possible : _____

Proposed use: _____ Anticipated number of participants: _____

3. Contact Information

Name of person authorised by your organisation to access SWCT Training Room and to undertake
OH&S induction _____

Phone: Work: _____ Mobile: _____ Email Address: _____

4. Furniture

Do you require access to both tables and chairs? Yes No *Please tick one*
If Yes – please indicate number required Tables Chairs.

5. Equipment

Will you be supplying your own audio / visual electronic equipment
Yes No *Please tick one*

If No – Do you require SWCT to provide (at cost indicated on hire form) audio / visual equipment

Yes No *Please tick one*

If Yes – Please indicate equipment required

Visual Audio *Please tick one*

6. Group Evaluation

a) Does your group have an ABN? *If yes please provide* _____

b) Please indicate structure of organisation _____
e.g. Incorporated, Council auspiced, Trustee, for profit etc.

c) Which Local Government Area/s does your group cover? _____

d) Does your group have:

- insurance for Public Liability? Yes No *Please tick one*

If yes, a copy of 'Certificate of Currency' to be attached to this application

- An Occupation Health and Safety Policy Yes No *Please tick one*

- Risk Assessment Procedure Yes No *Please tick one*

e) If a not for profit organisation - Does your group receive funding to provide services?

Yes No *Please tick one*

If yes, What type of funding e.g HACC _____

If no, how does the group obtain resources to operate? _____

7. Agreement

- I acknowledge the information provided in this application is true and accurate.
- I have the permission of the organisation submitting this application to sign this document on their behalf
- I acknowledge and agree, on behalf of the organisation, to pay all costs incurred from hiring the training room, equipment and any penalties as described in the Conditions of Hire
- I acknowledge that if this application should be successful SWCT shall reserve the right to cancel services, due to unforeseen circumstances, without financial implications.
- I have read and agree to the conditions contained in South West Community Transport Training Room Hire Procedure.

Signed: _____

Signature

Print Name

Date: _____

Position: _____

SWCT use only

Date confirmed by confirmation fax sent to hirer (date)

Hire entered into booking folder Yes No *Please tick one*

Arrival Time of Hirer Departing Time of Hirer

Copy of hire form forwarded to Invoicing Department Yes No *Please tick one*