

Indigo U3A Inc.

USE OF BEECHWORTH RAILWAY STATION AGREEMENT FORM

(Effective: 11 April 2022)

Applicant Name:	
Organization (if applicable):	
Address:	
Mobile phone:	
Date/s of Use	
Time/s of Use	
Anticipated Number Attending:	
Alcohol BYO Only	NB: Sale of alcohol is not allowed in the building or adjacent grounds.
Public Liability Insurance Certificate of Currency	

Facilities/Requirements (please tick relevant box) **NB:** Glassware is not provided

Kitchen facilities

Smart TV

Tables/Chairs

Agreed Fee/Donation

Fee (Refer to Schedule of Rates)	\$
Bond - \$100 (Refundable subject to inspection of premises after event.)	\$ \$100
TOTAL	\$

Payment via EFTPOS

Bank: **WAW Credit Union**

Account: **Indigo U3A Inc.**

BSB: **803-070**

Account No.: **100080300**

Form to be attached (required)

Copy of Applicant's Certificate of Currency

The applicant must hold a current Public Liability Policy of Insurance (Certificate of Currency) for an amount of no less than **TEN MILLION DOLLARS (\$10,000,000)** and must produce evidence of such insurance to the Committee of Management. ***

TERMS AND CONDITIONS OF USE

Charges & Insurance & Access

1. The amount for hiring the Railway Station and facilities will be paid **in advance** prior to the conduct of the event.
2. The user shall at all times during the agreed term be the holder of a current public liability policy of insurance for no less than **TEN MILLION DOLLARS (\$10,000,000)**.
3. Access to the Railway Station will only be permitted at the times indicated by you on the Use of Railway Station Agreement Form.

Cleaning & Damages

4. The user shall leave the premises and fixtures in a clean and tidy condition. All rubbish, refuse and waste matter are to be removed at the conclusion of the event. The Railway Station is to be properly secured with doors and windows locked and all electrical equipment turned off.
 - Any dishes used must be washed and stored in place in the cupboards.
 - Kitchen bench tops cleaned
 - All rubbish removed from the Railway Station and surrounds
5. Any furniture relocated **must be returned to its original position prior to the commencement of the event.**
6. The user will be responsible for any loss or damage occasioned by or during the hiring and may be subject to a further charge.
7. Equipment required for any activities **shall not be stored or left at the Hall** without the written permission of Indigo U3A Committee of Management.
All requests to store equipment **must be in writing.**

Preliminary Inspection & Operation of Equipment

8. Prior to the event, an Indigo U3A Committee of Management member will meet on-site with the user to inspect the Railway Station and provide information on how to operate lighting, heating and cooling, and use of kitchen appliances, Smart TV (if required). At this time it is important for the user to note the condition of the Railway Station, the location of crockery/furniture and operating instructions for heating/cooling/lighting and other facilities.
9. Entertainment, music or amplified sound used in the Railway Station shall comply with EPA regulations and shall not cause complaint or undue detriment to the amenity of the area.
10. Liquor is **not to be sold** on the premises.
11. Smoking is not permitted in or immediately outside the Railway Station.

Further Conditions of Use

12. No disorderly behaviour is permitted.
13. The user will be liable for any damage to external or internal buildings. Cost to repair damage will be assessed by a Council Officer.
14. No animals are permitted in the Railway Station **at any time** with the exception of Guide Dogs and/or Service Dogs.
15. Glitter, confetti or rice are not permitted inside or outside the Hall.
16. No additional fittings/electrical appliances or audio equipment can be installed without prior written consent of the Indigo U3A Committee of Management.
17. Written permission must be sought from the INDIGO U3A Committee of Management if the user wishes to decorate the venue. Any posters or decorations may only be attached to a location and manner that will not cause damage.
18. If the user commits or allows any breach in the observance of these **Terms and Conditions**, the INDIGO U3A Committee of Management may terminate permission to use the premises and the user shall immediately vacate the premises.

Signed

Dated:.....

On behalf of INDIGO U3A Committee of Management

I,

the undersigned, agree to ensure that all individuals, members and groups using the facility as a result of this Use of Beechworth Railway Station Agreement, will comply with all of the conditions of use and instructions herein.

Signed

Dated:.....

Applicant/User

.....
Community Group/Not-For-Profit Organisation (if applicable)

**THE INDIGO U3A COMMITTEE OF MANAGEMENT
THANKS YOU FOR YOUR CO-OPERATION**

*** In the event that the casual Hirer does not have their own insurance, cover may be obtained through Indigo Shire Council by completing a [JLT Casual Hirers Public Liability Insurance](#) application form which is available to casual hirers. Small unincorporated groups may be able to make arrangements under the auspices of Indigo U3A for insurance cover through VMIA Insurers. Please enquire about this with the venue manager from Indigo U3A.

Room Hire Rates at the Beechworth Railway Station

Discounts on room bookings may be available for long-term bookings. Contact the Indigo U3A for more information or if you would like to inspect the rooms.

Tel 0492 830 612 or email bookings.indigo.u3a@gmail.com

All room bookings come with:

- Wi-Fi
- Chairs and folding tables.
- Smart TV for presentations – you will need to bring your own cables, so check that they will fit. Arrangements to use the Smart TV will need to be made at the time of your booking.
- Well-equipped kitchen with tea and coffee facilities. BYO milk and other perishables.
- Disabled accessible toilet.

1. Activity Room

Commercial rate **\$20 per hour** / Community rate **\$10 per hour**

The Activity Room is the largest room available at 45sqm. It is light with many windows for cross ventilation, is carpeted and has split system air-conditioning. Room access information will be provided at the time of booking.

2. Front Room

Commercial rate **\$20 per hour** / Community rate **\$10 per hour**

The Front Room is another large space at 33sqm. It is light filled with many windows, has double doors opening onto the front verandah and a ceiling fan for cross ventilation.

3. Meeting Room

Commercial rate **\$16 per hour** / Community rate **\$8 per hour**

This room is suitable for meetings or small group activities for up to 10 people. It has windows to the front and a split system air conditioner.

4. Small Meeting Room

Commercial rate **\$16 per hour** / Community rate **\$8 per hour**

This room is 10.5sqm and suitable for small meetings or shared workspace. It is a flexible space with a drop-down table and wall bench or there is access to folding tables and chairs. It is carpeted and has a small heater. The room is open and light and has access to the Railway Platform.

5. Railway Platform

The Railway Station Platform which is undercover and directly adjacent to the Rail Trail may be a suitable venue for your next outdoor event. Enquiries welcome

6. Storage

A limited amount of storage is available. Enquiries welcome.

FLOOR PLAN

