



## BEECHWORTH RAILWAY STATION ROOM HIRE

Contact: [bookings.indigo.u3a@gmail.com](mailto:bookings.indigo.u3a@gmail.com); tel: 0492 830 612

**Rooms and Rates:** (Discounts may be available for long-term bookings.)

Room hire includes:

- Wi-fi.
- Chairs and folding tables.
- Smart TVs\* - HDMI and USB cables not supplied.
- Use of well-equipped kitchen, including crockery, cutlery. BYO milk and other perishables.
- Accessible toilet.

\*There are two Smart TVs. One is attached to the wall in the Activity Room. The other is on a trolley, enabling it to be used in either the Large or Small Meeting Room.

**Activity Room** - \$20 per hour (Commercial rate) / \$10 per hour (Community rate)

- This room is the largest room available, at 45sqm. It is light with many windows for cross ventilation; is carpeted and has a split system air conditioner.

**Large Meeting Room** - \$20 per hour (Commercial rate) / \$10 per hour (Community rate)

- This room is another large space, at 33sqm. It is light filled with many windows; has double doors opening onto the front verandah; a split system air conditioner, and a ceiling fan.

**Small Meeting Room** - \$16 per hour (Commercial rate) / \$8 per hour (Community rate)

- 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.

### **Railway Platform**

- The platform is undercover and directly adjacent to the Rail Trail. Enquiries welcome.

### **Storage**

- A limited amount of storage is available. Enquiries welcome.

**Access to rooms** - Information on how to access the room/s will be provided at the time of booking.

**APPLICATION FORM, HOW TO PAY & INSURANCE REQUIREMENTS:**

Applicant name:	
Organisation (if applicable):	
Address:	
Mobile no:	
Date/s required:	
Time/s required:	

**Facilities/Equipment:** Please tick the relevant box.

Kitchen facilities  Smart TV  Tables/Chairs   
 (Glassware not provided)

**Agreed fee:**

Fee (refer to Schedule of Rates)	\$
Bond – A bond of \$100 may be requested, refundable after the event subject to inspection of the premises.	\$
<i>Total</i>	\$

**Payment via EFT to:**

Bank: **BankWAW** (formerly WAW Credit Union)  
 Account name: **Indigo U3A Inc**  
 BSB: **803-070**  
 Account no: **100080300**

**Public Liability Insurance – Certificate of Currency to be attached to this application or produced prior to the date of hire.**

Certificate of Currency attached

\*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 Indigo U3A booking officer. *(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.)*

**AGREEMENT:**

I, the undersigned, agree to ensure that all individuals, members and groups using the facility as a result of this Agreement will comply with the Terms and Conditions of Use\* as set out in page 4.

Signed: ..... Date: .....

Print name: .....

Organisation (if applicable): .....

On behalf of Indigo U3A Committee of Management:

Signed: ..... Date: .....

Print name: .....

\*see page 4 for Terms and Conditions of Use.

## **TERMS & CONDITIONS OF USE:**

### **Charges, Insurance and Access**

1. Payment is required in advance.
2. The user shall at all times during the agreed term be the holder of a current Public Liability Insurance Policy for no less than TEN MILLION DOLLARS (\$10,000,000)
3. Access to the Beechworth Railway Station will only be permitted at the times indicated on the Room Hire Agreement form.

### **Cleaning and Damages**

4. The user shall leave the premises in a clean and tidy condition, with crockery/cutlery washed and put away.
5. All rubbish, refuse and waste matter must be removed.
6. The building is to be properly secured with doors and windows locked and all electrical equipment turned off.
7. Any furniture used must be returned to its original location.
8. The user will be responsible for any loss or damage occasioned by or during the hiring and may be subject to a further charge.
9. Equipment brought in by the hirer for any activities shall not be stored or left at the Beechworth Railway Station without the written permission of the Indigo U3A Committee of Management. All requests to store equipment must be submitted in writing.

### **Preliminary Inspection and Operation of Equipment**

10. Prior to the event an Indigo U3A Committee of Management member will meet with the user onsite to inspect the Beechworth Railway Station and provide information on how to operate lighting, heating and cooling, and the use of any equipment required. At this time it is important for the user to note the condition of the premises.

### **Further Conditions of Use**

11. Entertainment, music or amplified sound shall comply with EPA regulations and must not cause complaint or undue detriment to the amenity of the area.
12. Liquor is not to be sold on the premises.
13. Smoking is not permitted in or immediately outside the premises.
14. Disorderly behaviour is not permitted.
15. No animals are permitted on the premises with the exception of Guide/Service Dogs.
16. Glitter, confetti or rice are not permitted inside or outside the premises.
17. No additional fittings/electrical appliances or audio equipment can be installed without prior written consent from the Indigo U3A Committee of Management.
18. 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 in manner that will not cause damage.
19. 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.

**FLOOR PLAN**

