



## **Activation Space and Meeting Room Hiring Package**

The Community Information Centre Townsville (CIC) recognises that its new premises on the street level at 280 Flinders Street, Townsville City, provides an excellent opportunity to support local community organisations, while contributing to the revitalisation of the city centre.

An activation space and meeting room will be made available as community resources to enable local services and groups to promote their activities, as well as drawing in a diversity of people to CIC and the city centre.

The hiring of the activation space and meeting room will only be agreed if it supports the vision, mission, goals, objectives and guiding principles of the organisation and is not detrimental in any way. CIC will not discriminate against any applicant on the grounds of race, nationality, gender, sexual orientation, disability, spiritual beliefs or age. However, CIC retains the right to refuse an application for any reason at any time.

### **Purpose**

The purpose of this document is to balance the competing needs of CIC and community hirers, and to make the conditions of hire clear.

### **Applications**

All applications for the hire of premises must be in writing on the form provided and forwarded to the co-ordinator or information officer. A hire agreement must be put in place for all external use of the premises, even if no charge is made. If a Certificate of Currency has not previously been supplied the it must accompany the application for the hire of either the Meeting Room or Activation Space. Public Liability Insurance must be no less than \$10 million.

The person who signs the application shall be considered to be the hirer unless the application is signed on behalf of an organisation, in which case that organisation shall be the hirer and shall be jointly and severally liable under these conditions with the person who signs the form.

No application will be accepted unless the co-ordinator or information officer is reasonably satisfied that the hirer is able to manage the hiring in accordance with adequate care and health and safety procedures.

### **Duration**

The activation space will be available for a period of two weeks. Both the activation space and meeting room are only available for activities during CIC's office hours (9 am – 4 pm, Monday to Friday). Please indicate your choice of dates on the application form below.

### **Dimensions of spaces available**

See attached plan.

### **Fees**

If applicable, payment is due within 7 days after the following agreement has been signed by both parties. In the event of a cancellation please email or call 24 hrs prior to the booking.

A fee of \$150 will be charged for the use of the activation space for a period of 2 weeks. Hire of the Meeting room is \$150 per booking event. Fees are waived for a Tier 2 or 3 Membership.

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Information\Hire Agreement Activation Space and Meeting Room hiring package 2020.doc



## Application

Thank you for your interest in hiring the Community Information Centre's activation space or meeting room. Please complete the following application form and return to CIC.

<b>Surname</b>	<input type="text"/>	<b>Given names</b>	<input type="text"/>
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<b>Organisation</b>	<input type="text"/>
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<b>Address</b>	<input type="text"/>
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<b>Suburb</b>	<input type="text"/>	<b>Postcode</b>	<input type="text"/>
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<b>Telephone</b>	<input type="text"/>	<b>Mobile</b>	<input type="text"/>
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<b>Email</b>	<input type="text"/>
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<b>Dates required</b>	<input type="text"/>
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<b>Preferred dates</b>	<input type="text"/>
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<b>Times required</b>	<input type="text"/>
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**Please give a brief description of your proposed activity, display or use.**

<input type="text"/>
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## Agreement between CIC and hirer

### The hirer will:

- use the activation space or meeting room on the dates and times agreed
- only use the activation space or meeting room as described in your application and for no other use without prior written approval
- not cause a disturbance to other uses of CIC's premises or occupiers of surrounding premises
- take good care of the activation space or meeting room and at all times ensure it is clean and presentable
- ensure your safety and the safety of your visitors, including making your visitors aware of and abide by any emergency procedures notified to you
- comply with the Work Health and Safety Act 2011 (Qld) in all activities in connection with the activation space or meeting room
- provide public liability insurance Certificate of Currency (Minimum \$10M), and cover for any additional risks, including contents insurance for public events within the activation space or meeting room
- on termination of this agreement you must vacate and leave the activation space or meeting room in no worse condition than it was in on the commencement date
- consult with CIC before releasing any promotion and publicity including social media posts (CIC would appreciate any acknowledgment regarding our support)
- if making sales, take full responsibility for the management of this area
- provide any available statistics to CIC regarding the number of participants in the activation space or meeting room
- pay the agreed fee within 7 days.

### CIC will:

- promote the activities of the hirer when and where appropriate
- provide access during CIC's operating hours (9 am – 4 pm, Monday to Friday) for the purpose of using and setting up the meeting room or activation space
- provide information on responding to emergency situations whilst in CIC's premises.

Signed by individual \_\_\_\_\_

on behalf of organisation \_\_\_\_\_ Date \_\_\_\_\_

Signed by CIC co-ordinator or information officer \_\_\_\_\_ Date \_\_\_\_\_

### Payment

- I/we have a Tier 2 or 3 CIC Membership (no payment required)
- Do we have the Certificate of Currency

Prepayment by direct credit to CIC's bank account or cash payment to CIC office, within 7 days.

Account name: Community Information Centre Townsville Inc.

BSB: 484 799

Account number: 02716 0429

Reference: invoice number

Date payment received \_\_\_\_\_

Payment amount received \_\_\_\_\_

Receipt/invoice number \_\_\_\_\_

Signed by co-ordinator or information officer \_\_\_\_\_