

East Gippsland Shire Council

273 Main Street (PO Box 1618)
Bairnsdale Vic 3875
Website www.eastgippsland.vic.gov.au
Email feedback@egipps.vic.gov.au
Follow us on Twitter @egsc



Telephone: (03) 5153 9500
Fax: (03) 5153 9576
National Relay Service: 133 677
Residents' Information Line: 1300 555 886
ABN: 81 957 967 765

Application for Meeting Room Bookings

There are some rules which apply to meeting room bookings. Please read through all the rules attached before finishing this application.

COVID19 SPECIAL "CONDITIONS OF USE" for MEETING ROOMS and FACILITIES

East Gippsland Shire Council is committed to ensuring communities have suitable facilities available for business and community use in a safe environment and all users are compliant with COVID19 requirements.

Facility/Room Name	
Total Occupancy	
Specific location conditions:	

Use of these facilities is subject to convenors, hirers and users complying with the following conditions:

- Compliance with the Department of Health and Human Services (DHHS) regulations and restrictions (this list is a snapshot of suggested reading and may not be the full range of information required for the activity):
 - **General Covid-19 information:** <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19>
 - **Community facilities:** <https://www.dhhs.vic.gov.au/community-services-restrictions-covid-19>
 - **Sport and Exercise:** <https://www.dhhs.vic.gov.au/sport-and-exercise-restrictions-covid-19>
 - **Cleaning requirements- [cleaning and disinfecting to reduce the risk of coronavirus \(COVID-19\) spreading \(Word\)](https://www.dhhs.vic.gov.au/staying-safe-covid-19)** alternatively click on the link under the cleaning section on this page <https://www.dhhs.vic.gov.au/staying-safe-covid-19>
 - **Contact tracing requirements- <https://www.dhhs.vic.gov.au/record-keeping-contact-tracing-covid-19>**

Privacy Statement

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- Comply with facility occupancy numbers as listed above.
- Ensure all occupants comply with DHHS 1.5 metre Social Distancing requirements.
- The convenor/users are to sanitise all touch point areas, e.g. door handles, light switches, tables, chairs, benchtops at the end of use. (cleaning supplies will be provided) This includes touch points for toilet and kitchen facilities that have been used.
- Where the facility use is longer than 15 minutes, the convenor is to record all occupant details (name, phone number, date and time) for contact tracing and retain the list for 28 days after which the list should be destroyed. The convenor may be required to produce the list at any time within the 28-day period as instructed by DHHS or Council.
- Any shared equipment including stationary used to record details should be wiped with alcohol wipes between users.
- If any occupant or participant is unwell, they are not to enter the facility.
- All occupants must sanitise hands when entering facility.

East Gippsland Shire Council accepts no responsibility or liability where a convenor, hirer or user has breached COVID19 requirements as set out in the DHHS rules.

By entering into a user/hire agreement, the convenor accepts and agrees to these Covid19 Special Conditions of Use and the general Conditions of Use.

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1. Application

The right to use or hire a meeting room is subject to East Gippsland Shire Council receiving a completed application for meeting room by the group, organization or individual.

2. Hire Fees

Hire fees will be in [accordance](#) with the Schedule prepared by the East Gippsland Shire Council and are payable at the time of booking or payment as arranged (e.g. invoice)

A bond may be needed for some meeting room bookings.

3. Overstaying set time

If the meeting room is not vacated by the said time, future bookings may be cancelled and or extra fees may be charged.

4. Cancellations

If you no longer need the room you must give East Gippsland Shire Council seven (7) days' notice, if you don't you may not receive a refund and a request for refund must be submitted in writing.

5. Obstructions

The applicant will meet the regulations, under the *Health Act* and *Victorian Building Regulations* with regard to Public Buildings for the prevention of overcrowding and [obstruction](#) of any part of the building.

6. Assignment

Users or hirers that are given permission to use a meeting room cannot change the use of the room to another organisation or group.

7. Adult supervision

Users or hirers under the age of 18 must have the application, referred to in Clause 1, filled in by an adult who will be supervising the meeting or activity. The person whose signature appears on the application is subject to these terms and conditions.

8. Gambling

No game of chance, whereby directly or indirectly money is passed as a prize, shall take place in meeting rooms.

9. Refusal to grant hire

An East Gippsland Shire Council staff member has the right refuse the use or hire of a meeting room. A staff representative has the authority to cancel any booking and return any fees.

10. Behaviour and good order

The hirer shall be responsible for making sure all the rules are followed and for the maintenance and [preservation](#) of good order in the building throughout the time of use. No insulting language, disorderly behaviour or damage to property shall be allowed in any part of the building.

11. Signage

No notice, sign, advertisement, etc. is allowed to be attached to walls, doors or any other part of the room, fittings or furniture without permission of an East Gippsland Shire Council officer.

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12. Smoking

Smoking is not allowed in any East Gippsland Shire Council building.

13. Disputes

In the event of a dispute or difference arising out of the interpretation of these conditions, or of any matter contained therein, the decision of an East Gippsland Shire Council officer will be final.

14. Cleanliness

The hirer is responsible for leaving the space used in a clean and tidy state; rubbish is to be taken away from premises.

15. Damage

The floors, walls or any other part of the building, fittings or furniture are not to be broken or damaged in any way. The hirer is financially responsible for any damage to East Gippsland Shire Council property apart from normal wear and tear.

16. Use of Council equipment

The meeting room is provided with an electronic white board and roof mounted projector that is available to hirers. The hirer is financially responsible for any damage to this equipment during use apart from normal wear and tear.

Determination

If the user or hirer commits, permits or allows a breach or default in the performance and observance of any of these conditions, the East Gippsland Shire Council may terminate permission to use the rooms and ask the user or hirer to leave.

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Application for Meeting Room Bookings

There are some hard words in this form. The hard words are in **blue**. You can read what they mean on page 2.

Applicant details

Organisation name:			
Person responsible:			
Postal address:			Postcode
Phone number: Home:	Work:	Mobile:	
Email address:			Fax:

Booking details – Some of these rooms may need a bond to be paid for after hour bookings.

Which meeting room would you like to book?	
<input type="checkbox"/> Lakes Entrance meeting room	<input type="checkbox"/> Paynesville Community Hall
<input type="checkbox"/> Orbost Bemm meeting room	<input type="checkbox"/> Paynesville kitchen
<input type="checkbox"/> Orbost Brodribb meeting room	<input type="checkbox"/> Paynesville meeting room 1
<input type="checkbox"/> Omeo meeting room	<input type="checkbox"/> Paynesville meeting room 2
<input type="checkbox"/> Omeo training room	<input type="checkbox"/> Paynesville meeting room 1 & kitchen
<input type="checkbox"/> Mallacoota meeting room	<input type="checkbox"/> Paynesville office
Type of function:	
Number of people coming to event:	
Will you be serving food: <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be selling alcohol: <input type="checkbox"/> Yes <input type="checkbox"/> No
Please attach a copy of any permits that may be needed for this booking e.g. Community food selling, Liquor Licence.	

Date/s and Time/s

Date 1: ____/____/____	Time: From ____ To ____
Date 2: ____/____/____	Time: From ____ To ____
Date 3: ____/____/____	Time: From ____ To ____
Date 4: ____/____/____	Time: From ____ To ____
Date 5: ____/____/____	Time: From ____ To ____
If you have more dates to book, please attach a separate sheet listing dates and times.	

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Insurance: Please attach a copy of insurance or give information below –

Insurer name: _____

Policy number: _____ Policy expiry date: ____/____/____

Sum insured: (minimum \$20 million public liability insurance)

I/We agree we have read all the rules for the meeting room bookings. We will not hold East Gippsland Shire Council responsible for any action, cost, claim, charge, expense or damages which may happen from the use of this booking.

Signature: _____

Name: _____ Date: ____/____/____

Office Use Only:

Receipt to RC _____ Receipt number: _____ Payment method: Cash Cheque Eftpos Credit Card

Amount Paid: \$ _____ Date: ____/____/____

Application processed by: _____ Date: ____/____/____ Outlook calendar updated Yes No

Bond received: Yes No Amount: \$ _____ Manual receipt number: _____

Key issued: Yes No Key number: _____

Key returned: Yes No Date: ____/____/____ Staff Name: _____

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Hard Words:

Accordance: In agreement with.

Obstructions: An obstacle or blockage.

Preservation: To maintain in a good state.

Submitting your Application:

Mail	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
Electronic	Fax to 03 5153 9576 Email to feedback@egipps.vic.gov.au	
In Person	Bring the completed form and supporting documents to any of the following locations;	
	Service Centre Opening Hours: 8:30am to 5:00pm. Monday to Friday.	Bairnsdale Corporate Centre: 273 Main Street. Lakes Entrance Service Centre: 18 Mechanics Street. Omeo Service Centre: 179 Day Avenue. Orbost Service Centre: 1 Ruskin Street. Paynesville Service Centre: 55 The Esplanade.
	Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	Mallacoota Service Centre: 70 Maurice Avenue

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