

Welcome and thank you for choosing Community College Gippsland Ltd (CCG)

CCG has two campuses in Warragul and Leongatha. The office hours are 8.30am - 5.00pm with all enquiries to Head Office at the Warragul Campus.

The Campuses have small kitchen facilities that are available for use with the hire of rooms. Contact details for outside catering are available at reception.

Any requests for equipment hire are to be made at the time of room booking.

The CCG Copy Centre is available to assist with any printing, document binding, laminating and overhead transparencies you may require to enhance your presentation or event.

Please note that in accordance with government guidelines, CCG is a non-smoking venue.

We trust you enjoy your visit to CCG.

CONDITIONS OF VENUE & EQUIPMENT HIRE

1. Payment is required at the time of booking. Current rates are listed on Venue & Equipment Hire forms.
2. If venue hire is to take place outside normal office hours of 8.30am - 5.00pm Monday to Friday, a key must be collected and signed for by the contact person / facilitator for the venue hire before the reception areas close at 5.00pm. Keys can be placed in the key drop boxes or as directed by the Customer Service Officers immediately after leaving and locking premises.
3. The room hirer is responsible for ensuring all attendees sign the Attendance clipboard on arrival and departure. This is a WHS safety requirement in the case of an emergency and all people must be accounted for.
4. The room hirer is to ensure all attendees are shown the Emergency Evacuation maps and Code Orange/Code Mauve procedures that are displayed around the campuses.
5. Please allow enough time to arrange and replace furniture as found and ensure that where crockery and cutlery have been used, it is stacked in the dishwasher provided. Disposable items are to be placed in rubbish bags/bins provided. Please leave kitchen areas clean and tidy.
6. Proper use and care of venue and equipment must be considered at all times. Breakages, damage or equipment malfunction must be reported to Reception.
7. Equipment must be returned on time with all parts and contents intact. The Hirer is responsible for the safe storage and transport of equipment.
8. On departure, please ensure that lights/heaters/coolers are turned off and that doors, particularly exterior are locked.
9. The onus regarding insurance to cover risks for activities rests with the hirer. CCG will not be responsible for injury to any person or damage to property belonging to the hirer.
10. To avoid a late cancellation fee please ensure 48 hours' notice is provided if you are required to cancel your booking.
11. Please keep in mind that while CCG does have Customer Service Officers at reception to assist with directions you are required to supervise your own expected visitors, appointments etc.
12. A bond of \$100 is payable for all room hire events that extend out of CCG's operational hours of 8.30am to 5.00pm Monday to Friday. This bond will be refunded on return of the key and the rooms and equipment being left clean and in good repair. Any damage or cost of repair beyond \$100.00 will be charged to the hirer.
13. The bond will be returned when payable within 5 working days by cheque or direct deposit.

Please nominate the account details to be credited or the cheque payable to:

Account Name:

BSB:

Account Number:

Cheque payable to:

Mail address:

Town & P/C:

A fee will be incurred if conditions of venue hire are not met and the hirer is responsible for any damage or loss of equipment.

If you default in making payment and recovery / legal action is undertaken, you will be responsible for all expenses in relation to the collection of the outstanding amount including, but not limited to, all charges and fees, legal costs on an indemnity basis, and disbursements.

Closing Procedure:

CCG Customer Service Officers will provide you with directions on how to close each campus if you are utilising the facilities after hours.

If you are the last to leave the building, please ensure the following:

1. Turn off all lights/heaters/coolers.
2. Check and lock all doors.
3. Return keys as per prior arrangements.