



FCHQ Terms and Conditions

GENERAL INFORMATION

The hirer must be a responsible person, eighteen (18) years or older who will be held liable to the Council for the cost of the repair of any damage or breakage to any part of the building, premises, fitting or furniture, appliances or apparatus during the term of the hire.

The hirer must remain in attendance and is responsible for safety of guests and supervising all activities during the hire period.

Council reserves the right to refuse any booking or cancel a booking by giving as much notice as is practicable, due to emergency conditions such as urgently needed repairs, holding of Federal, State or Local Government Elections or other reasons deemed acceptable by Council.

Neither Council, nor any of its officers or stewards shall in any way be liable for any loss or damage suffered by the hirer, or any firm or corporation supplying any article or service to the hirer, or otherwise in consequence of the exercise of its right.

AVAILABILITY

Rooms are only available during the times listed below and within thirty (30) minutes prior to closing.
Mailboxes

Meeting Room 1 Capacity (12) people	Monday - Friday 8am to 8pm Saturday 9am to 5pm Sunday 9am to 5pm
Meeting Room 2 Capacity (12) people	Monday - Friday 8am to 8pm Saturday 9am to 5pm Sunday 9am to 5pm
Meeting Room 3 Capacity (12) people	Monday - Friday 8am to 8pm Saturday 9am to 5pm Sunday 9am to 5pm
Hot/Dedicated Desk Capacity (1) person	Monday – Friday 8am to 8pm Saturday 9am to 5pm Sunday 9am to 5pm
Community Vic Winton Capacity (60) people	Monday – Friday 8am to 8pm Saturday 9am to 5pm Sunday 9am to 5pm

FAIRFIELD CITY HQ

17 Kenyon Street, Fairfield NSW 2166 | 9725 0899
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 FCHQ@fairfieldcity.nsw.gov.au |  @FairfieldCityHQ





<p>Green Screen Studio</p> <p>Capacity (15) people</p>	<p>Monday – Friday 8am to 8pm</p> <p>Saturday 9am to 5pm</p> <p>Sunday closed</p>
<p>Postproduction Audio Suite</p> <p>Capacity (4) people</p>	<p>Monday – Friday 8am to 8pm</p> <p>Saturday 9am to 5pm</p> <p>Sunday closed</p>
<p>Mailboxes</p> <p>Numbers 1-30</p>	<p>Keys for out-of-hours access including weekends</p> <p>24/7 Hour Access to Physical Mailbox only</p> 

FEES AND CHARGES

The hirer must state the nature of the function that is to take place and pay in accordance with Council’s Pricing Policy and Fees and Charges. Where a booking is made for the holding of a function, which in the opinion of the Council is not covered by Council’s Pricing Policy and Fees and Charges, Council reserves the right to impose special conditions and to fix a hire charge by Council to be reasonable, having regard to the nature of the function to be held. All hire fees will include GST.

The hirer shall not assign or sublet the premises as hired as aforesaid or any part thereof. The hirer undertakes that in the connection with use of the facility they will not permit or suffer anything to be done which is disorderly or offensive. Prior to hiring the facility, the hirer shall inspect the facility to ensure that the facility is appropriate and safe for the use intended. The hirer shall report any breakages or problems to Council as soon as possible.

The hirer will pay the sum for the hire prior to use of the meeting room or hot desk, or customers with re-occurring bookings 7 days prior to booking date. A minimum one-hour fee applies to the hire of meeting rooms; Green Screen Studio and/or Post Production Audio Suite. A minimum one-day fee applies to the hire of hot desks. All Fees and Charges includes GST.

The hire period includes set up, dismantling, and clean up period. Bookings made prior to any increase in hire fee as of 1st July cannot be paid until after 1st July each year.

Invoices with money orders and cheques are made payable to Fairfield City Council. Payment can be made at the place of hiring.

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ADDITIONAL COSTS

The hirer will be responsible for any cost that may be incurred as a consequence of the hirer's use of the centre.

Additional costs will include but are not limited to:

- Cleaning fee
- Unauthorised use of fire equipment
- Any extra hours outside hire times as per hire agreement

CANCELLATION

For non-permanent bookings (Hot Desks; Meeting Rooms; Green Screen Studio and/or Post Production Audio Suite booked for less than a week), the hirer may cancel any booking by contacting the Booking Officer either verbally or in writing at least 3 days prior to the day of the hiring.

IF CANCELLED 3 DAYS PRIOR TO BOOKING:

- Full fee refunded

IF CANCELLED LESS THAN 3 DAYSS PRIOR TO BOOKING:

- Hire fee retained (or based on discretion of Senior FCHQ Management Team)

For permanent bookings (Hot Desks; Meeting Rooms; Green Screen Studio and/or Post Production Audio Suite booked for more than a week), the hirer may cancel any booking by contacting the Booking Officer in writing at least 4 weeks prior to the date of when the hirer wishes to cancel their booking/hiring.

IF CANCELLED 4 WEEKS PRIOR:

- Full fee refunded

IF CANCELLED LESS THAN 4 WEEKS PRIOR:

Weekly and/or Monthly fee will be retained (or based on discretion of Senior FCHQ Management Team)

All hirers are to notify the Booking Officer if there is any change to the hire agreement form.

SETTING UP

Setting up times must be pre-arranged with the Booking Officer and are subject to the same fees and charges as set out in Council's Pricing Policy and Fees and Charges.

The hire times as prescribed on the Hire Agreement must be strictly adhered to (these times include setting up and cleaning up). If the hirer wishes to extend the prescribed hire times, the Booking Officer must be advised and an extra fee paid prior to the function.

Nails, screws or any other fasteners including tape and Blu-Tac MUST NOT be driven into or attached in any way to the walls, floors, timber work, furniture or fittings.

The setting up of tables and chairs is the responsibility of the hirer as is putting them back into the original configuration in a safe and neat fashion. Furniture and fittings must not be removed from the facility without permission from Council.

SMOKING AND ALCOHOL

No smoking is allowed within the building and/or 10 metres of entrance/exit, loading dock or any ventilation source of a Council-owned building. Fairfield City Council does not allow any hirer to consume alcohol at FCHQ.

NOISE LEVELS AND DISORDERLY CONDUCT AND SUPERVISION

The hirer is responsible for ensuring that sound levels are monitored regularly and at all times maintained at an acceptable level which will avoid disturbance to other FCHQ patrons.

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The hirer shall take all reasonable steps to prevent disorderly conduct throughout the period of the hire and when leaving FCHQ. The hirer is responsible for all consequences relating to all behaviour of people attending their function.

FIRE REGULATIONS AND OBJECTIONAL MATERIALS

All exit doors are to be kept clear and unobstructed at all times. Fire extinguishers and hoses are located within the building. This equipment is not to be used inappropriately or removed from Council's premises. No naked flame is permitted within the facility. No smoke machines or sparklers are allowed in the venue.

All hirers are to familiarise themselves with the Fire Evacuation Plan located in the building.

In case of fire or similar emergency, evacuate the building following the instructions of Emergency Wardens and staff.

The bringing into the facility of confetti or any other articles deemed by Council to be objectionable or the placing or throwing of inflammable items is prohibited.

CLEANING AND REMOVAL OF GARBAGE

Hirers must leave the areas as hired clean and tidy. A cleaning fee may apply for any extra cleaning required. The hirer is responsible for all the rubbish to be placed in garbage bags and placed in the bins provided. No loose rubbish is to be left behind.

PARKING

FCHQ does not have any designated or specific parking allocated for hirers. Bikes and skateboards are not permitted within the facility.

Public parking is available Barbara Street and Harris Street. Parking limits and fees may apply.

LOSS OR DAMAGE

FCHQ will not accept any responsibility for articles left on the premises. The hirer shall be held responsible for the cost of making good, any loss or damage to the building, floor, furniture, appliances or fittings arising out of, and in the course of the function. FCHQ retains the right to determine the cost of any damage or cleaning.

ADVERTISING

If individuals, groups and organisations intend to advertise an event that they are holding at FCHQ they must get approval from FCHQ Management first before advertising the event to ensure that there is no implication or otherwise that the event is being run or being sanctioned by FCHQ.

Hirers must not advertise events to be held in FCHQ on social media sites, where those accessing the site are not known to them personally.

LOCKERS

Lockers available free of charge. However it is the responsibility of the visitor to ensure that the locker is locked and belongings have been taken out of lockers upon departure, as FCHQ is not responsible for visitor's belongings.

ACCESS CODE

Individuals that hire a Hot Desk; Meeting Room; Green Screen Studio and/or post Production Audio Suite will be given a code to access the facilities. At no point is the individual allowed to share the code with anyone else. If an individual does then their booking may be cancelled with no refund.

MAILBOXES

Each mailbox you are provided with 1 key. The address for the mailboxes is: mailbox number/ 17 Kenyon Street, Fairfield, NSW 2165

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Mailboxes are installed at the front of FCHQ in multi-mailbox bank configuration of 30 mailboxes with high security camlock key (commercial grade MFS3). The MFS3 has a 30mm mail slot to receive large quantities of mail, including A4 envelopes and magazines without folding.

PHOTOGRAPHY AND VIDEO RECORDING

Photos and videos may be taken for promotional purposes. These photographs may be used by Council at any time for social, promotional or advertising purposes. The photographs may be also provided to media outlets such as local newspapers. If you do not consent to your or your family's photograph being taken, please notify one of our staff members. Council does not accept liability if no notification by you is made and your photograph is taken and used for the above purposes.

GUESTS (Hot Desk Users Only)

As a hot desk user, you are to limit the number of guests you bring into the Space to one (1) guest. If for whatever reason you need additional guest access please talk to FCC staff. For guest access on weekends, 24 hours' notice is required in writing to FCHQ@Fairfieldcity.nsw.gov.au and is subject to approval from FCC Management. This is purely for security and safety reasons within the Space.

FOOD AND DRINK

Food and drink is not permitted within the Green Screen Studio and/or Post-Production Audio Suite.

CHILD PROTECTION LAWS

If your activity involves children under the age of 18, you are legally required to comply with Child Protection Acts including conducting employment screening in line with this legislation.

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