



Community Centre/Meeting Room Terms and Conditions

The use of all rooms is subject to the following conditions.

1. Community and meeting rooms are to be pre-booked no more than 6 months in advance. Deaf Connect reserves the right to accept or reject any booking. We reserve the right to change the reservation with reasonable notice.
2. Deaf Connect reserves the right to cancel the booking at any time without notice if the space is required by Deaf Connect for work purposes.
3. All bookings are subject to availability.
4. Rooms have a maximum capacity limit depending on the space. Please see room specifics for further information.
5. Bookings are to be made through venues@deafconnect.org.au, with the primary responsibility sitting with the Administration staff.
6. The Centre is to be left in a tidy and clean condition. Any damage to the facility or equipment or lack of cleanliness will be invoiced to the user. Any spillage will require carpet to steam cleaned and will be invoiced to the user.
7. The user of the Centre is responsible for cleaning the kitchen (including packing and unpacking the dishwasher), stacking chairs and tables, turning off all lights and air conditioner and ensuring the facility is locked and alarmed on departure.
8. All people using the Centre are to have respectful and courteous behaviour towards others.
9. All equipment (including chairs, tables, etc) in the Centre is provided free of charge as part of the booking and is to be used in the way it is provided in its existing condition.
10. Deaf Connect has the right to refuse or suspend any group from utilising the Centre if failure to adhere to these conditions occurs.
11. A fee will be charged for the replacement of any lost keys/ fobs. Replacement key \$25.00
Replacement fob \$120.00
12. Deaf Connect reserves the right to charge a hire fee for usage of the space. This amount is at the discretion of Deaf Connect, dependent on party and purpose.

How do we manage your information?

If you would like to access our full Privacy Policy or ask any questions about how we manage your personal information, please visit www.deafconnect.org.au, email venues@deafconnect.org.au or call us (07) 3892 8500.

Please see our Privacy Policy for information on how to contact us regarding your personal information, how to update your records with us and how to make a complaint about the breach of the Australian Privacy Principles.