

Room Hire Application

Caboolture Hub - Learning and Business Centre Level 1, 4 Hasking Street, Caboolture QLD 4510



Postal Address
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Fees listed are applicable 1 July 2024 – 30 June 2025

ABN: 92 967 232 136

Applicant Details:

Name of organisation: ABN:
Contact name: Phone number:
Address:
Email address:

Booking Details:

Room name: Date/s required:
Start time (inc. set up): Finish time (inc. pack up): Number of people to attend:
Name of booking (for signage purposes):

If booking the Training Room, are computers required? Yes (additional fee applies) No

If booking the Seminar Room/s, set up required: Classroom U-shape Boardroom Cabaret Theatre Cocktail

Additional Details:

How did you hear about us?

Indemnity and Disclaimer:

Are you a Casual Hirer (i.e. an individual person, not conducting business, and hires a Council venue no more than 12 days a year) and do not have public liability insurance? Yes No

Is the Hirer a registered not for profit organisation? Yes No

Has a copy of **public liability insurance cover certificate of currency** for min \$20m been provided with application? Yes No

I/We

Confirm I/we are an authorised representative and have authority to sign and incur charges on behalf of

Organisation:

- Hereby acknowledge having read and understood the conditions in the Caboolture Hub Learning and Business Centre's conditions of hire document and agree to be bound by and comply with all these conditions;
- I/We further agree to be responsible for ensuring that all individuals or groups using the premises in association with this event shall comply with the conditions of hire;
- I/We further acknowledge having read and understood the fees and charges listed within this document;
- I/We further acknowledge hire fees must be paid in full **at the point of making a booking**. Bookings will not be taken without payment.
- I/We acknowledge that the hire fees apply only for functions occurring in the current financial year. If the booking is for the following financial year the fees will be as adopted by Council for that financial year and a supplementary invoice will be sent;
- I/We agree to indemnify City of Moreton Bay from, and in respect to, all actions, suits, claims or demands of any kind arising out of, or relating to, the hire and use of the venue owned by City of Moreton Bay in respect of any activities undertaken by us, or any other party involved.

Signature: Date:

Please note: Signatory must be over 18 years of age.

Privacy Statement

Moreton Bay City Council is collecting your personal information for the purpose of assessing your application. Council will use your personal information to update Council's customer information records and to contact you about other functions and services of Council.

Notes:

- Rooms can be hired from 8am - 5pm, Monday - Friday.

Fees:

General hire and not for profit organisation fees (25% discount off General Hire fees):

Room Title	Per 2-hour block		Half day (4-hour block) 8.00am - 12.00pm or 12.30pm - 4.30pm		Full day (9-hour block) 8.00am - 5.00pm	
	General	Not for profit	General	Not for profit	General	Not for profit
Seminar Rooms	\$88.05	\$66.05	\$128.35	\$96.25	\$256.70	\$192.55
The Boardroom	\$95.20	\$71.40	\$136.00	\$102.00	\$271.95	\$203.95
Training Room *	\$88.05	\$66.05	\$128.35	\$96.25	\$256.70	\$192.55
Meeting Rooms	\$46.75	\$35.05	\$66.90	\$50.20	\$133.15	\$99.85
Business Pods	-	-	\$37.65	\$28.25	\$75.30	\$56.50
The Terrace	\$48.10	\$36.10	\$93.10	\$69.85	\$186.20	\$139.65
Video Conferencing					\$54.40	\$40.80

Other Fees:

Staffing Fee	Price on application
Cancellation Fee	Written notice of a cancellation must be provided, or cancellation must be made by the Hirer in the online booking system. 31 calendar days or more notice: full refund 8 - 30 days notice: 25% of hire fee 7 days or less notice: full fees apply and no refund is provided
Venue Service Fee	\$27.50 per half hour or part thereof, applied when additional services are arranged by venue staff
Security Fee	At cost + Venue Service Fee, for security guard hire (at Council's discretion)
Excess Cleaning Fee	At cost + Venue Service Fee, applied if the hired or shared space is damaged or additional cleaning is required

Room Descriptions:

Room title	Description
Seminar Rooms	Singularly, each of the 4 Seminar Rooms can accommodate 50 people cocktail style or theatre style, 30 people classroom style, 21 people u-shape, 20 people open-ended boardroom or various other set up styles, plus up to 2 facilitators. Ceiling mounted data projector, screen, audio, microphone, Wi-Fi, whiteboard and hearing loop. Optional lectern and flip chart. Combined, all 4 Seminar Rooms can accommodate 200 people cocktail style or theatre style, 140 people closed or 112 people open cabaret style, 120 people classroom style or various other set up styles, plus up to 2 facilitators. All AV/IT seamlessly interlinks.
The Boardroom	20 people boardroom table seating, video conferencing, 98" 4K LCD screen, 4K camera with 14 x optical zoom, with pan and tilt options, ceiling speakers and microphone, electric whiteboard, lounge, kitchenette, audio and Wi-Fi, with access to the Business Lounge.
Training Room *	Classroom style seating for up to 27 people plus 1 facilitator, projector, screen, audio, whiteboard and Wi-Fi. * 18 Microsoft Windows 10 computers with Office 2016 and internet connectivity can be added. Charges apply: 2 x Venue Service Fee for set up and removal (totals \$55.00).
Meeting Rooms	5 various rooms available with different configurations. Includes data projector, screen, audio, Wi-Fi and whiteboard.
Business Pods	3 small meeting rooms available, each with a round table and seating for 4, includes a whiteboard and Wi-Fi.
The Terrace	50 people maximum. Open air under cover function area.