



Room hire information and rates

Northern Rivers Community Gateway has various meeting room spaces for casual hire at our Lismore CBD Community Hub in Carrington Street.

Our spaces are suitable for large groups or private one-on-ones including training, meetings, counselling, interviews, workshops or cooking classes.

Group spaces

- Weemilah “a good view” is a light-filled room for hire with or without use of a new commercial kitchen and is available after hours and on weekends.
- Widjabul “local tribe” is a smaller partitioned room with similar floor to ceiling views and latest presentation technology.
- Weemilah and Widjabul together form a large conference room, with access to the commercial kitchen and presentation technology if required. This space is available after hours and on weekends.

Interview rooms

- Gumbuya “meeting place” and Kallara “tea tree” are private interview and counselling rooms.
- Gunyah “a place of shelter” is a larger, private interview room for family counselling.

Facilities

Commercial kitchen includes oven, two hotplates, microwave, large two door fridge, dishwasher, preparation and clean-up areas. Crockery, cutlery and kettle are available for use.

Latest presentation technology includes free wi-fi and whiteboards in all rooms. Widjabul also features an internet enabled flat screen monitor, interactive electronic whiteboard and video conferencing.

Tables and chairs are provided in all spaces.

How to book and pay

Bookings can be one-off or longer term. Check room availability by phoning 02 6621 7397, weekdays 9am to 4pm, or email hub@nrcg.org.au

To request a booking email a completed *Application for Room Hire*, available from reception or download at www.nrcg.org.au/community-room-hire/

We will contact you by email to confirm your booking and arrange payment.

For more information and to see our rooms visit www.nrcg.org.au or phone our Community Hub on 02 6621 7397

Meeting room rates

	Weemilah Meeting space with optional kitchen		Widjabul Meeting space	Combined meeting rooms Large conference space with optional kitchen		Gumbuya, Kallara, Gunyah Interview rooms
	Room	Room + kitchen	Room	Room	Room + kitchen	Room
Per hour	\$25	\$35	\$25	\$35	\$65	\$15
Half day (4hrs)	\$65	\$120	\$65	\$88	\$150	\$40
Full day (8hrs)	\$120	\$200	\$120	\$170	\$250	\$75

All prices ex GST

Terms and conditions

Bookings and payment

All hirers must provide a copy of their public liability insurance and note details on the booking application.

The booking form should be signed by the person responsible for fees and charges and observance of these terms and conditions.

Payment is required in advance.

Cancellation policy

Cancellation is required 14 days prior to the booking date. All later cancellations will be charged 10% administration fee. Full fees will be charged for cancellations less than 48 hours prior to booking date.

Entry and exit

For out of hours bookings, hirers will receive a code for the key box located at the building entrance. This will be emailed at least the day prior to the booking. Keys should be returned to the key box on exiting.

No unauthorised duplication of keys is permitted.

Hirers should vacate according to the booked time.

After-hours hirers should close-up the room, turn off air conditioning, switch off all lights and secure the building safely on exit. If the hirer does not secure the front door locks they will be liable for any loss or damage to property or furniture incurred.

Electrical and other equipment

No connection to or interference with the electrical installation, lighting, fittings or other equipment is allowed without management permission. Any equipment the hirer brings must meet overarching work health and safety requirements such as tagging.

All property brought in by the hirer must be removed at the end of the hiring period, unless special arrangements have been made.

Amplified music and strobe lighting

Amplified music and strobe lighting is not permitted on the premises.

Noise

Hirers are to be conscious of keeping noise to a minimum. All meetings shall cease by 8 pm.

Smoking

Northern Rivers Community Gateway is a smoke free environment and smoking is prohibited on the premises.

Liability

Northern Rivers Community Gateway shall not be responsible for any injury, loss or damage to the person or property of the hirer, or any person in their employ or under their direction or any person attending any function, which was organised by the hirer of the rooms.

Loss, damages and cleanliness

Hirers must leave the room and all facilities in a clean, tidy and undamaged condition for re-use immediately if required. At time of booking the hirer may point out any current conditions they feel will impede meeting this requirement.

Cleaning resources are provided. If used, hirers must leave the kitchen clean and tidy and wash and put away any items used. Instructions for the dishwasher are located in the kitchen space.

If additional cleaning is needed the hirer will be liable for associated costs.

Right of refusal

Northern Rivers Community Gateway reserves the right in its absolute discretion to refuse to accept any booking or to cancel any booking already made and shall not be liable in any way for any loss or damage.