



CENTRAL COAST  
COUNCIL

# **MONTGOMERY ROOM**

CARPARK LANE, ULVERSTONE

# INTRODUCING



## MONTGOMERY ROOM

The Montgomery Room, centrally located in Carpark Lane, Ulverstone, is a versatile community space ideal for meetings, training sessions, workshops, and small social functions.

The room seats up to 35 people comfortably, with chairs and tables provided in the hire fee. The fully-equipped kitchen makes catering for your event a breeze, with an oven, microwave, fridge, urn, and all crockery, cookware, and utensils provided.

Ample parking is provided in the two-hour car park adjacent to the meeting room. Alternatively, all day parking is a short walk away close by at the Wharf or Patrick Street car park.

The Montgomery Room is pram friendly and has both accessible entry and accessible toilet facilities.

# ROOM CAPACITY

Montgomery Room

# 35

## INCLUSIONS

Tables  
Chairs  
Whiteboard  
Fridge  
Microwave  
Oven  
20L urn  
Cutlery  
Crockery  
Cookware  
Wi-Fi  
Wall-mounted TV Screen

**floor  
plan  
coming  
soon**

- Light switch
- Alarm panel
- Key box
- TV/AV control
- Heating

# MONTGOMERY ROOM HIGHLIGHTS

## AUDIO VISUAL

The Montgomery Room is equipped with a 100" LCD screen and HDMI cable, ready to connect your laptop.

The wifi access code is provided to hirers in the days leading up to the event.

## CENTRAL LOCATION

Situated in the heart of the Ulverstone CBD, surrounded by local shops and cafes.

## KITCHEN

The Montgomery Room has a full kitchen, with microwave, oven and fridge, plus all crockery and cutlery included in the cost of hire.

## WHITEBOARD

A large whiteboard is included with the room. BYO markers.





# IMPORTANT INFORMATION

- A Security Bond applies to all events. Refer to the Terms of Hire for details. The room will be checked for any damages and to make sure it is cleaned prior to the refunding of the bond. The bond will be refunded the next scheduled Council payment run after your event.
- Celebrations of 18th and 21st birthdays are not permitted in Council owned venues.
- Hirers are to be out of the facility by no later than 12 midnight.
- It is the responsibility of the hirer to set up and pack up the room.
- The hirer must pack up on the evening of their event. Please allow at least an hour prior to departing the building to:
  - sweep, mop and vacuum floors (as required);
  - clean any spillages;
  - remove any rubbish;
  - wipe down tables and pack away;
  - pack chairs back into the storage room correctly; and
  - clean the kitchen area, including the oven and fridge if used.
- The room is self-managed, there are no Council staff on site.
- A temporary liquor licence is required if you intend to sell alcohol at your event.
- The hirer is responsible for the behaviour of all guests.
- External noise is to be kept to a minimum. Please be mindful of residences and businesses in the area.
- Additional fees apply for next-day pack up (subject to availability).
- NO CONFETTI in, or around the building.
- All Council venues are NO SMOKING AREAS which includes the entrance and external areas.

Please refer to the *Terms of Hire* for full conditions.

Current FEES & CHARGES can be found at: [www.centralcoast.tas.gov.au/live/our-facilities/function-meeting-venues](http://www.centralcoast.tas.gov.au/live/our-facilities/function-meeting-venues)

# KITCHEN FACILITIES

The Montgomery Room has a spacious kitchen, perfect for self-catering.

Equipment included in the kitchen:

- Fridge
- Stove
- Oven
- 20L urn
- Microwave
- Utensils
- Cutlery
- Crockery

Please note: Users are expected to leave the space clean and tidy after use. Please wash, dry and pack away any dishes used, clean the stove and oven, empty the fridge, and remove your rubbish.

There is also a great variety of local bakeries and cafes in the vicinity who offer catering options.



## A NOTE ABOUT ALCOHOL:

The Montgomery Room is BYO alcohol.

No permit is required for alcohol to be simply served.

However - if you intend to sell alcohol you will need to apply for a Special Liquor Licence - for more information, please visit:

<https://www.treasury.tas.gov.au/liquor-gaming-site/Pages/Applying-for-a-Liquor-Licence.aspx>



# Public Liability Insurance

Public liability cover is required for all activities and events held in Council-owned venues.

You must supply a copy of your valid insurance certificate at the time of booking. Alternatively, individuals and community groups may purchase insurance from the Council's nominated provider during the booking process.

Conditions apply. Please contact Council's Community Development team for more information.

- The intention of the Scheme is to cover uninsured hirers, provided that the number of hires per hirer does not exceed 52 times per annum.
- Indemnity is only provided to the hirer of the facility and for the duration of such hire. Indemnity is not provided to any other participants/performers/ contractors that may be involved in the hire activity (e.g. a band engaged for a wedding reception).
- It is the hirer's responsibility to ensure these other parties have their own Public Liability insurance in place.
- There is no coverage available where:
  - the hire involves attendance of more than 1,000 people;
  - the duration of hire exceeds five (5) consecutive days;
  - the hire is part of a festival/event. The event organiser should be required to effect their own insurance.
- There is no coverage available to commercial entities that hire the facility and charge admission or derive monetary gain from the actual hire activity.
- There is no problem in covering commercial entities for hire activities where there is no monetary gain derived from the actual hire activity and where there is no other insurance in place.
- There is also no problem in covering Not For Profit (NFP) entities who may charge for fund raising purposes.

**Daily and annual rates available - enquire for details**

# Security Bond

A Security Bond is required for all events in Council owned venues. The amount of the bond depends on the type of use.

A **\$500** Security Bond applies to any event where:

- more than 50 guests; and/or
- alcohol will be served.

A **\$250** Security Bond applies to all other events.\*

\*Security Bonds may be reduced or waived at staff discretion. Please indicate if you wish to apply for a waiver on your booking form.

As outlined in the Terms of Hire, users are responsible for ensuring that the venue is clean and tidy and all equipment is packed away before leaving.

If you have paid a bond, a Council representative will check the venue following your booking and any costs incurred for cleaning or damages will be deducted from your bond.

Please note, bond refunds may take up to two weeks to process.



## BONDS

**payable at least two  
weeks prior to the event  
secure your booking**



# Terms of Hire

## 1 LIMITATIONS ON OCCUPATION

The Hire of space is limited to the part(s) of the Building as identified, at the times, dates and only for the purposes allowed by the Agreement.

Hire is once off, unless a separate application is made and approved for any hire for occupation or use of the building outside the times and dates as approved, or for a purpose not identified by the Agreement.

The hirer is to clean the venue on the same day of the event unless arrangements have been made with the Council to clean the next day.

A return Hirer does not gain any right to exclusive possession and the Council may at its discretion allow other individuals and groups to also have use of the facility at the same time the building is required by the Hirer or otherwise.

The Council may direct the Hirer to clear space that has been used by the Hirer outside the agreement and this may include removal of goods and chattels of the Hirer if considered necessary.

Celebrations of 18th or 21st birthdays are not permitted at Council facilities.

The Council reserves the right to cancel the Hirer's use of a Building, or to redirect users to an alternate location in the event of:

- a the building being required for an extraordinary function or use;
- b conditions render the Building unsuitable for use; or
- c if the insurance and indemnity requirements of this Agreement have not been completed, are inadequate or have lapsed.

The Council will not be liable for any loss or damage sustained by the Hirer in the event it determines to close a Building for occupation and/or use and has no obligation to provide the Hirer with an alternate location.

The right conferred on the Hirer under the Agreement cannot be and must not be construed by the Hirer as a tenancy.

The Hirer cannot not assign any right of occupation and use approved under the Agreement to any other person, organisation or body.

The Hirer must familiarize themselves with the Building and advise patrons of the location of the toilet facilities and the fire exits.

The Hirer must at the time of hire nominate a responsible person to be the Warden who must inform themselves of the Emergency Evacuation Plan in the Building in the event of a fire or other event which requires the evacuation of the Building.

The Warden must advise all patrons of the location of fire exits at the beginning of hire. In the event of a fire, once the facility is evacuated by all patrons, the Warden is to liaise with the Fire Department upon its arrival.

## 2 SUITABILITY FOR USE

The Council will take all reasonable measures to ensure the Building is suitable for and remains safe and fit for the approved purpose of use by the Hirer.

The Hirer must satisfy themselves that the Building is safe and suitable in all respects for the approved purpose, a final decision on whether to proceed to use on EACH occasion is the responsibility of the Hirer.

## 3 COMMERCIAL CATERING

The Hirer is to ensure all persons providing food at this event have a current food licence based on where food is prepared and cooked. If unsure, the Hirer is to contact Council's Environmental Health Officer on 6429 8900.

All food preparation and serving is only to occur in a licensed kitchen area unless approved by the General Manager.

## 4 INSURANCE

The Hirer shall indemnify and hold harmless the Central Coast Council against injury and property damage claims relating to the Hire and to better protect the Council must arrange and provide proof of adequate public liability insurance cover. A copy of the relevant Certificate of Currency (for insurance coverage) is to be forwarded to the Council.

The Hirer is responsible for ensuring that all persons using the facility conduct themselves so as to ensure that the Hirer is not permitting any breach of the hire conditions.

The Council is responsible for the insurance of its Building against the usual perils including fire and the Hirer shall not do or neglect to do or permit to be done or left undone anything which will affect the Council's insurance policy or policies relating to fire or public risk in connection with the building and the user further agrees to indemnify the Council to the extent that such policies are affected through any such act or omission.

The Council does make available, to approved Hirers, public liability cover under the Council's Community Liability Policy. Hirers that use this policy are required to meet the first \$500.00 of any claim.

## 5 LICENSE AND PERMISSIONS

The Hirer is to comply in every respect with the law including regulations under the Food Act 2003 and the Building Regulations 2016.

The Hirer is to comply in every respect with regulations pertaining to the prevention of overcrowding and/or obstruction of exit and pathway to exits, gangways, passages, corridors or of any part of the building.

The Hirer will not permit or allow the following activities without providing evidence of licences granted, and obtaining written approval from Council for:

- a gambling at which either directly or indirectly money is passed as a prize;
- b the sale of liquor.

Prior to applying for a liquor licence from the Department of Treasury and Finance, the Hirer is to make a written request to Council two (2) week prior to the event.

The Hirer will not permit or allow cigarettes or tobacco related products to be bought, sold, advertised or promoted in any manner within or from the Building.

Council maintains and supports a "No Smoking" policy within all public buildings and places.

The Hirer is to comply with Live Performance Award and the Copyright Act for any dramatic, musical or other work performed or produced. The Hirer indemnifies Council against any claim for breach of copyright during such hiring, and any costs incurred.

If the Building has a portable stage fitted, only authorised persons are permitted to relocate or remove from the Building.

## 6 BOND

A bond will apply to hire of a venue unless waived by staff.

Where the Council has waived hire fees and charges, a payment of Bond is still required if the event meets any of the above criteria.

## **7 CLEANLINESS AND SECURITY**

The Hirer is responsible to leave the Building and all premises in a clean, tidy and secure manner immediately after the conclusion of EACH use including:

- a remove all waste from the Building;
- b sweep out all floors, and mop as required;
- c turn off all lights, heaters, and disconnect all appliances from the power supply;
- d ensure that all doors, windows, gates and the like are closed and securely locked before leaving. If keys are issued the Hirer must strictly control custody and use of keys issued. (Copies of keys are not to be made);
- e If a security system is installed, it is to be rearmed; and
- f all costs associated with the removal of waste will be charged at cost to the Hirer.

If the Building has a CCTV system installed, the Hirer must ensure the system is not tampered with, or the view of cameras unreasonably blocked.

## **8 ELECTRICAL EQUIPMENT**

All electrical equipment brought in for use at the Building must be in good condition and must have a current electrical test Tag (AS 3760). Power outlets are 10amp or 15amp and appliances/or combination of appliances must not exceed the rating of the outlet. (DO NOT USE 10 AMP PLUGS IN 15 AMP OUTLETS OR FORCE 15 AMP PLUGS INTO 10 AMP OUTLETS) It is recommended that double adaptors/multi plug in power boards and heating appliances are not to be used.

Hirers are not to overload the electrical supply in the Building. Any costs associated with an electrical call out will be on charged to the Hirer at cost and any Bond may be called on to pay same.

## **9 DAMAGE**

Without the prior written approval of the Council the Hirer must not:

- a make modification or improvement to any building, equipment, or any part of the facility;
- b alter, erect or remove any building, structure, equipment, or vegetation;
- c display, affix, paint or exhibit any notice, sign, advertisement, scenery, fittings or decorations of any kind on the building or attached or affixed to the walls, doors or any other portion of the building, fittings or furniture, without prior written consent. If written consent is given, all articles and property shall be removed by the Hirer at the end of the function. Unless the Council has given its consent in writing, the Hirer must not permit the use any balls or other sporting equipment in any manner within a building, or immediately adjacent.

The Hirer must not damage, deface or use inappropriately any facility, equipment, in the Building. The floors, walls, any fittings or furniture shall not be broken, pierced by nails or screws, marked by Blu-tack, sticky tape or in any other way damaged. For any damage, defect or fault noted on the Building the Hirer must:

- a take immediate action to mitigate any risk to the health or safety of any person or property in the Building and/or to prevent exposure to the risk, including terminating its use of all or part of the Building as required;
- b report it to the Council on the next working day immediately following the use;
- c accept full responsibility for abuse, damage, destruction or loss of Council property, except for normal wear and tear.

The Council will not be liable for any loss or damage sustained by the Hirer or any other person arising from a decision by the Hirer not to use or to discontinue its use of all or part of the Building.

Reporting of Maintenance/Breakdown Issues: If a building fault occurs during the hire period e.g. water, sewerage, or electricity; the Hirer must contact Council immediately on 6429 8900 during working hours or the afterhours number 64298999. If any repairs or maintenance issues occur, the Hirer is to notify the bookings desk on 6429 8928 during working hours or the afterhours number 64298999.

## **10 PATRON AND PUBLIC BEHAVIOUR**

The Hirer is responsible for the supervision of all people in the Building during the approved period/s of use and is to take appropriate measures for participant and crowd behaviour and control to ensure the safety and security of people and property within and adjacent to the Building. No obscene or insulting language or disorderly behaviour or damage to property shall be permitted in the venue. The Hirer is to be responsible for full observance of these conditions and for the maintenance and preservation of good order in the building throughout the whole duration of the period of use.

## **11 MATERIALS AND EQUIPMENT OF THE HIRER**

The following remain the responsibility of the Hirer and are not the responsibility of the Council:

- a Personal belongings, money or private property brought onto the Building by any person;
- b Equipment and materials owned, purchased or supplied by the Hirer and brought onto and/or stored in the Building, other than items deemed to form a fixture or fitting of the facility. The Hirer indemnifies the Council against claim for any article or thing being lost, damaged or stolen.

## **12 INSPECTIONS AND ACCESS BY COUNCIL**

The Hirer must provide the Council and its officers and agents with reasonable access to the Building during the period of hire for examining the condition of the Building or for monitoring the compliance of requirements under this Agreement.

Where required and at their discretion, Council staff may personally inspect the Building to ensure compliance with these hire conditions.

In the event of any dispute or difference arising as to the interpretation or compliance of the Agreement, the matter is to be referred to a person nominated by the General Manager, who may be the Director of Corporate Services and the decision of that person shall be final notwithstanding the right of each party for recourse to a process of judicial determination.

## **13 ENQUIRIES**

For further information on Use of a Public Building please contact Council on (03) 6429 8900 or visit the Administration Building at 19 King Edward Street, Ulverstone.

# VENUE HIRE

## checklist

EVENT: .....

DATE: ..... TIME: .....

VENUE: .....

### MAKING A BOOKING

- Confirm availability
- Complete booking form
- Supply insurance certificate\*
- Pay hire fees
- Pay bond\*
- Apply for temporary liquor licence\*

*\*if required*

### BEFORE YOU ARRIVE

- Check email for access details
- Familiarise yourself with Terms of Hire

### SET UP ON THE DAY

- Locate emergency exits
- Set up tables and chairs
- Check audio-visual is working

### BEFORE YOU LEAVE\*\*

- Remove decorations
- Wipe down tables and chairs
- Pack away tables and chairs
- Wipe down kitchen counters & sink
- Wash, dry and pack away dishes
- Empty fridge
- Empty urn/kettle and unplug
- Sweep and mop hard surface floors
- Vacuum carpeted areas
- Check toilets are clean
- Remove rubbish & recycling
- Turn off audio-visual equipment
- Turn off heaters & lights
- Ensure all external doors are locked
- Return keys to Keybox

**\*\*required to receive bond refund**

This venue is self-managed. No council staff are on site.

If you notice any maintenance issues, please contact Central Coast Council during office hours on **6429 8900** or complete the form overleaf. For urgent matters please call the afterhours help line on **6429 8999** or **000 in case of an emergency.**



For pricing and availability, please contact  
Central Coast Council



6429 8900



[bookings@centralcoast.tas.gov.au](mailto:bookings@centralcoast.tas.gov.au)