



# Friends of Cominos House

27 Greenslopes Street  
Edge Hill Q 4870

## Conditions of Hire – Rose Blank Gallery

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Friends of Cominos House welcome groups to the facilities of the Rose Blank Gallery, and to assist in the smooth operation of the Centre we ask that the following points be observed.

### 1. BOOKINGS

1.1 All bookings to be made by phoning the President (07)4053 7508 or Secretary (07)4053 1501, or email [secretaryfoch@gmail.com](mailto:secretaryfoch@gmail.com). Bookings may be subject to ratification by the Management Board

1.2 All bookings must be paid in advance

1.3 Regular hirers will be invoiced at the beginning of each month for the previous month's hire. Payment is due within 14 days from the date of the invoice.

1.4 Hirers who do not pay their accounts within the 14 day period may be required to pay for their bookings in advance or may have their bookings cancelled

### 2. CANCELLATION OF BOOKINGS

2.1 Cancellation of a booking must be made by phone or email to the President or Secretary 5 days prior to booking.

2.2 Regular hirers will be required to pay 100% of the hire charges for any bookings cancelled within five days of the booking. These charges will be included in the monthly invoice.

### 3. STORAGE

3.1 Hirers must only store equipment in approved storage areas. Equipment must be clearly marked with hirers details

3.2 Hirers are required to have adequate contents insurance should any items be stored at the facility. Friends of Cominos House will not be held liable for any damage or loss of hirer's property.

3.3 No flammable materials, chemicals or alcohol to be kept in storage areas.

3.4 Friends of Cominos House reserve the right to remove any item stored in a non-approved area.

### 4. EQUIPMENT

4.1 Setting up, stacking and storage of chairs is the responsibility of the hirer.

4.2 Chairs must be returned to the storage room – no other items to be left in this room.

4.3 Chairs to be stacked neatly up against the wall opposite the doorway – NO ITEMS to be placed against the wall where Telstra/NBN communication boxes are.

4.4 Tables to be placed against the walls.

4.5 Kitchen facilities support re-heating only and does not support full meal preparation.

## 5. CLEANING

5.1 Cleaning services are **NOT** included in the hire charge. Cleaning equipment may be found in the kitchen. A cleaning charge will be made if facilities are left in an unsatisfactory condition.

5.2 All hirers must take away all rubbish, food scraps and bottles etc. It is not to be left at Cominos House.

## 6. OTHER OBLIGATIONS

6.1 No boxes etc to be left in the kitchen area

6.2 Check with the FOCH Committee before you place any signs on the building, fences or in the grounds

6.3 Ensure that any child on the premises is under the control of a responsible adult.

6.4 No dogs are permitted in the immediate vicinity of the building or on the established lawn/garden bed areas unless it is an Assistance Dog

6.5 Paintings are not to be removed from the walls.

6.6 Ensure that the premises are vacated by 10.00 pm.

## 7. END OF SESSION HIRE

Please make sure that when your group leaves the Gallery

7.1 Floor is swept (mopped if necessary)

7.2 If tables are used they are to be wiped down

7.3 Kitchen benches and sink are clean

7.4 Urn is turned off

7.5 Food, drinks etc removed from fridge

7.6 Air conditioner and fans turned off

7.7 Lights turned off

7.8 Doors are closed

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### Hiring Fees

Community Groups and Users \$40.00/session

**Sessions Are**  
8am to 12 noon  
1pm to 5 pm  
6pm to 10pm

### Payment

Payment to be made in advance, by Direct Deposit or Cheque banked into

#### Bank details are:

Qld Country Credit Union

BSB: **704 640**

A/c No. **22023137**

**Please include your organisation's name & date of booking.**