



**PC Users Group (ACT) Inc.**  
 Grant Cameron Community Centre  
 27 Mulley Street  
 Holder ACT 2611

Phone: (02) 6287 2922  
 Web: www.pcug.org.au  
 Email pcug@pcug.org.au  
 ABN: 94 130 344 129

### Training Room Hire Booking Form

[Please complete details below and attach any additional information required]

Organisation Name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Main Contact for hire: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Date(s) of Hire and Session Times:

Day&Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Day&Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Number of Attendees: (Students) \_\_\_\_\_ (Trainers) \_\_\_\_\_

Public Liability Insurance (proof of cover and currency): \_\_\_\_\_

Software specifications to be loaded: \_\_\_\_\_

**[Acceptance]**

I, \_\_\_\_\_ the authorised Representative of the Hiring Organisation,  
 \_\_\_\_\_ have read and accept the terms and conditions relating to  
 hire of the PCUG Training Facility, including any **mutually** agreed special conditions or amendments to this  
 hire agreement. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**[PCUG Office Use]**

Software approved by Training Co-ordinator: \_\_\_\_\_

PCUG member to load software: \_\_\_\_\_ by (date) \_\_\_\_\_

PCUG member responsible for security (name and contact): \_\_\_\_\_

**[Fees]:** (All fees are inclusive of GST)

PCUG Membership: \$ _____ <i>(if applicable)</i>	PCUG Membership or Ref No: _____	Expiry Date: ____ / ____ / ____ <i>(If applicable)</i>
Number of Sessions: _____	Total Session Hours: _____	Session Fees: \$ _____
Security Deposit: \$ _____	Total Payable: \$ _____	Date Paid: ____ / ____ / ____

**Payment Method:**     Cash             Cheque (made out to PCUG)     Mastercard     Visa  
     Direct Credit ( PC Users Group ACT Inc. BSB: 112-908 Account: 127084571 )

**Transaction/Details:** \_\_\_\_\_

**Receipt (MYOB):** \_\_\_\_\_



## Terms and Conditions for Hire of the PCUG Training Facilities

Thank you for your interest in the PCUG Training Room and Computer facilities. The information below is current at the date of issue ~ 16 May 2013. This is a working document, and the PCUG committee may amend terms and conditions at any time, without notice. PCUG acknowledge that organisations may have special requirements or considerations, which may be agreed to by negotiation.

### 1. Location:

- a. The PC Users Group [PCUG] is located on level 2A in the Grant Cameron Community Centre [GCCC] 27 Mulley Street (off Streeton Drive) in Holder. The PCUG Centre is accessed from the front of the building, via the glass doors.
- b. Off Street Parking for the Centre is shared with the other GCCC tenants. There is low traffic activity on weekends, and evenings.

### 2. The Centre:

The PCUG Centre consists of three main rooms.

- a. The **Office and Members** area (containing general use computers, meeting tables, projector board, tea, coffee, milk and biscuit supplies).
- b. The **Media Room** (containing specialised scanning and media equipment).
- c. The **Training Room** (includes one trainer workstation linked to overhead projector, eleven student workstations, projector board, one fixed whiteboard; one mobile whiteboard; wireless audio amplifier).

### 3. The Hirer and Guests:

- a. Terms of hire by the hiring organization [The Hirer] are applicable to the specified hire session only.
- b. Any attendees during the hire are guests of the hiring organization.
- c. The Hirer accepts responsibility for their guests for the duration of the hire session.
- d. Individual PCUG membership of any guest of the Hirer is not relevant to the hire in any way.
- e. The Hirer accepts that hire extends to facilities only.
- f. The Hirer will provide their own Trainers. (PCUG may facilitate locating a Trainer by advertising the need on behalf of the Hirer amongst PCUG members).
- g. A list of attendees is to be provided to the PCUG before commencement of the course.
- h. A maximum of 11 guests (see 2c above) can be provided with a workstation.
- i. For demonstration only, the maximum room capacity is 30 persons.

### 4. Fees:

Hire Fees	PCUG Membership	Hourly Session Fee	Minumum Payment	Security Deposit	Software Loading	Cancellation / Rescheduling
Non-Profit Member	\$65	\$65	\$130	\$300	\$80	\$50
Non-Member Rates	<i>(Not applicable)</i>	\$125	\$250	\$500	\$150	\$50

- a. All fees are inclusive of GST. The table provides a summary with explanations below.
- b. **Session Fees** are quoted hourly with a minimum payment payable to the PCUG (with half hour billing increments if needed). Session Fees are fixed irrespective of the number of guests attending a session.



- c. A **Security Deposit** will apply. It will be refunded, less any charges incurred for Cancellation and Re-scheduling (Section 6) and / or Damage and Cleaning (Section 11).
- d. Provision of **Courseware (Training Materials and Software)** is the responsibility of the hirer. A courseware installation fee is applicable if additional software is to be loaded onto PCUG equipment, beyond normal internet activities. (See Item 8b for further detail).
- e. An NP organization may apply for **non-profit membership** with the PCUG. Membership payments are non-refundable and valid for 12 months. Hire fees are in addition to the membership fee. Any hire of the PCUG training facilities within the 12 months will not incur membership fee again. Full details pertaining to PCUG membership are at <http://www.pcug.org.au/wp/a-bit-about-us/membership-fees/>
- f. **Cancellation or Re-scheduling** Fees may apply (if with-in 2 weeks of the original booked date), as detailed in Item 6.

### 5. Bookings and Confirmation:

- a. Bookings may be made at any time. Booking well in advance aids coordination and communications between the Hirer and support volunteers.
- b. Bookings are made via the booking form (attached), which is signed to acknowledge having read and accepted these Terms and Conditions.
- c. Hire of the training room is deemed as acceptance of these Terms and Conditions.
- d. Confirmation of all bookings is assumed when payment in advance is received.
- e. All fees are to be paid in full at least 2 weeks in advance.

### 6. Cancellation and Re-scheduling:

- a. If notice of cancellation is greater than two weeks of the booked date of hire, no cancellation fee will be charged.
- b. If notice of cancellation equals or is less than 2 weeks of the booking date of hire, an administration fee plus the courseware loading fee (if applicable) will be charged/retained.
- c. The Training Co-ordinator may waive the Courseware Fees and retain the Courseware for other courses if appropriate.
- d. If re-scheduling of the hire date is required within 2 weeks of the booked date of hire, an administration fee will apply.
- e. If no additional work is incurred in setting up the Training Room as a result of re-scheduling, the Training Co-ordinator may waive the administration fee in (d) above.
- f. The Hirer accepts that PCUG services are maintained by available best effort of our volunteers, and that unforeseen circumstances do occasionally occur (such as equipment malfunction, or emergency evacuation) that may interrupt the session. Should such an interruption occur the following alternative remedies will be offered:
  - (i) If the interruption is of a short duration such that the original duration of hire can be completed by extending the finishing time this may be done, and PCUG will allow in the same session an additional 30 minutes of hire time free of charge to compensate for the disruption.
  - (ii) If the interruption is of a longer period such that the remedy specified in (i) above cannot reasonably be implemented, PCUG will offer an alternative session equivalent to the unused portion of the original hire plus one hour at no additional cost.No refunds will be given for unused portions of hire.

### 7. Insurance:

- a. Hiring organizations must hold their own current public liability insurance. Suitable evidence of cover and of currency must be provided at the time of payment.
- b. PCUG accepts no responsibility for any damage to or loss of property suffered by the Hirer or their guests during a session.



## **8. Use of Computer Equipment:**

- a. Equipment use by the Hirer is strictly limited to training room equipment only.
- b. Any training software is to be pre-approved by the PCUG Training Co-ordinator. Software may only be installed by the Training Co-ordinator, or their authorized agent.
- c. At least 3 weeks notice is required to allow for software to be installed and tested.
- d. Any software licensing requirements remains the responsibility of the Hirer.
- e. Use of internet must not include activities or access prohibited by law, and remains the responsibility of the Hirer.

## **9. Refreshments and Convenience Facilities:**

- a. Food and drink are not to be consumed in the Training Room, or near any equipment.
- b. The members' meeting area of the PCUG Centre may be used by your guests for discussion and refreshment purposes.
- c. A communal tea-room is located adjacent to the Training Room (accessible via the fire-door). This room contains a ZIP boil urn, small microwave, chairs and tables. Please note this tea-room and its equipment are shared by other tenants of the GCCC.
- d. Catering Options and/or Information, as available will be attached to this information. Any such information is complementary. Any arrangements, if entered into, remain wholly the responsibility of the Hirer.
- e. Toilets are located two (2) doors along the corridor level 2A.
- f. A toilet for the disabled is located on level 1A near the centre stairwell and is accessible via the lift.

## **10. Access to the Centre:**

- a. Centre access will require pre-arrangement with a PCUG volunteer who will assume responsibility for security and alarm procedures at the beginning and end of your session.
- b. The GCCC front doors are secured after hours and all-day on weekends.
- c. Expected guests can notify their desire for entry via the intercom panel to the right of the main glass doors. This will signal the white intercom phone located at the office desk. Lift the handset and identify the guest BEFORE activating the door release (3<sup>rd</sup> button down) on the white entry intercom unit. If the person is not associated with your group, please DO NOT open the door.
- d. Advise guests to use the lift to floor level 2A and proceed to the end of the corridor.
- e. Use of stairwells is not permitted after hours (except in emergency). Wandering around non-specified areas of the building is prohibited, as it may trigger the alarm system.
- f. Having a host at the GCCC entry door to greet expected guests prior to your session commencing is recommended. Someone at the front doors may open them manually using the door release button, until all guests arrive.
- g. It is recommended your guests have the mobile phone number of a person directly associated with the training, in case of unforeseen entry issues.
- h. Authorised PCUG members may access the centre after hours. They will have pre-arranged a swipe card and key, and will NOT be relying on you to let them in. They may access the Media Room or general use computers at any time per PCUG access and booking policies.

## **11. Damage and Cleaning:**

- a. The Hirer will be responsible for the cost of excessive cleaning, damage or breakage sustained to the property of PCUG Centre or GCCC, arising from want of care, misuse or abuse on the part of the Hirer, guests, servants, agents, contractors or sub-contractors of the Hirer. This includes any person permitted by the client to be on the Centre's premises or otherwise occasioned by any breach or default of the Hirer. These costs are payable within seven (7) days of the submission of an invoice by the PCUG to the Hirer.



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- b. Displays or notices may only be attached to existing display boards suitable to the purpose. No adhesive is to be attached to walls without prior approval and nothing must be attached to the projection board.

### 12. Code of Conduct:

- a. The Hirer must ensure that activity during the hire is not likely to cause a disturbance or nuisance to adjacent tenants or the public. All noise must be kept to an acceptable level.

### 13. Emergency Procedures:

- a. The GCCC is fitted with an automated siren and light warning system.
- b. It is recommended that a nominated emergency officer of the Hirer be appointed to act in an emergency to support the direction of emergency procedures. It is recommended that they familiarise themselves with available evacuation routes and emergency equipment. This information should also be briefed to guests while introducing the training and refreshment facilities.
- c. The Muster Point is the CARPARK diagonally adjacent (up the hill) to the FRONT of the GCCC. *(As you exit the GCCC front glass door, turn right to view the Muster Point)*
- d. GCCC trained Fire-Wardens, if available, may be identified by a Red Fire-Warden's cap.
- e. Emergency communications between the Chief and Area Fire-wardens is via the red emergency com phones. *(The nearest phone is located adjacent to the fire-doors in the same corridor as the PCUG main door near CMF RADIO)*. A direct report of the PCUG area may be given to the Chief Fire-Warden or Emergency Services Officer on evacuation, if the red phones are not used.
- f. The nominated emergency officer will support any evacuation procedures per the direction of:
  - (i) a GCCC Chief Fire-Warden or area appointed Fire-Warden if available.
  - (ii) emergency services officers;
  - (iii) most importantly, via common-sense.
- g. In an evacuation, all attendees of the Hirer, or otherwise, are to go directly to the evacuation point. Any persons who cannot walk down the stairs will be assisted out by Emergency Services Personnel. Such persons shall be directed to wait in the stair-well of the nearest fire-exit, with the fire-doors closed. The nominated Emergency Officer should be the last of the Hire group to leave, reporting any such circumstances appropriately to the Chief Fire Warden or Emergency Services Officers.

For further information, please contact the PCUG Office Manager & Training Coordinator, Karen Adams on (02) 62872922 during office hours (Mon, Wed, or Fri, 10am – 2pm) or email [training@pcug.org.au](mailto:training@pcug.org.au)