58-60 Hoddle Street
PO Box 69
Robertson 2577
Tel (02) 4885 2665
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CTC Robertson Venue Hire Agreement

HIRER DETAILS	
Title of Event:	
First Name:	Surname:
Organisation Name:	
Address:	
Suburb:	State: Postcode:
Email:	Phone:

BOOKING DETAILS

DAY	DATE	ACCESS TIME	EVENT START TIME	EVENT FINISH TIME	VACATE TIME

EVENT CONTACTS

Please provide names of contacts who will be present on the day and be able to communicate with CTC staff:

	NAME	MOBILE NUMBER
CONTACT #1		
CONTACT #2		

FUNCTION DETAILS

☐ Event	☐ Meeting / Seminar	☐ Screening	☐ Lesson/Workshop
☐ Recreational	☐ Concert / Performance	☐ Community Group	☐ Office space
☐ Other – specify			
Purpose of hire:			
Estimated number of people attending:			

Please indicate the areas in that you wish to hire.

☐ **Café area**	☐ **Training Room**	☐ **Office**
☐ Standing – capacity 50	☐ Classroom – capacity 10	☐ Board room – capacity 8
☐ Theatre – capacity 40		
☐ Classroom – capacity		

EQUIPMENT

☐ **PA System**	☐ *** Trestle Tables. #_____** 4 available	☐ **Wireless projector & screen**	☐ *** Chairs. #_____** 50 available
☐ **Urn**	☐ *** Café tables. #_____** 9 available	☐ *** Whiteboard** 1 available	☐ **Smartboard/tv**

*** Items come standard with the Venue hire; no additional charges apply.**

All hirers are required to set up the space as required and return tables and chairs to their usual position.

FOOD & BEVERAGE

Will food be provided at the function?	☐ YES	☐ NO
Would you like CTC Robertson to provide a quote for catering?	☐ YES	☐ NO

INSURANCE DETAILS

I have a current Public Liability Insurance certificate. **(Please attach a copy as part of this request).**	☐ YES	☐ NO

DECLARATION BY HIRER

I am over the age of 18 years and agree that the above information is true and correct the booking is tentative until confirmed by CTC Robertson and the full hire fee has been paid. I confirm I have read the terms and conditions and agree to comply with them. ☐ YES ☐ NO

NAME:	SIGNATURE	DATE
(Please print)		__ /__ /__

CTC REPRESENTATIVE ACCEPTANCE

NAME:	SIGNATURE	DATE
(Please print)		__ /__ /__

TERMS AND CONDITIONS

The organisation/individual (hirer) agrees with CTC Robertson Inc to the following terms of venue hire. Please read carefully. Any changes must be marked and initially by both parties.

THE HIRER:

- Must be aged 18 years or over.
- Takes responsibility for health and safety at the event. The CTC reserves the right to change venue hire conditions to ensure the event complies with all mandatory requirements under NSW public health orders.
- Takes responsibility for all licenses and any other insurance required.
- Must supply a certificate of currency for that public liability before the event. If the hirer does not have their own Public Liability Insurance options must be discussed and approved by CTC Robertson prior to the event.

BOOKING

- A booking will be confirmed only upon receipt of a completed application form, evidence of satisfactory insurance and payment of the venue hire fee.
- The times booked must include at least 30 minutes set up time and 30 minutes to pack up

ACCESS & FACILITIES

- The hirer shall only be entitled to use the part or parts of the facility hired, and CTC reserves the right to let any other portion of the facility for any other purpose or purposes at the same time.
- The right of free access to any part of the facility at all times is reserved to CTC staff and volunteers.
- It is the responsibility of the hirer to ensure the building is locked and alarm set when leaving except where this is being done by CTC personnel.
- CTC Robertson has air conditioning and fans which are available for use by the hirer, on the condition that it is turned off at the conclusion of the event.
- No notices, signs advertisements or announcements shall be exhibited in the facility or the grounds thereof, except during the conduct of the event without prior consent from CTC Robertson
- Hirers are not permitted to use the kitchen without prior consent from CTC Robertson
- Smoking is not permitted anywhere in the building or within 5 metres of the building
- No attachments to walls or CTC property including with blue tac, sticky tape etc (whiteboard can be provided).
- The hirer will be responsible for:
    - Damages to the building and/or CTC equipment that occurs as a result of the hire, actions of the hirer or guests of the hirer.
    - Conduct and actions of any guests.
    - Leaving the area clean and tidy. (Thorough cleaning including disinfecting of floor and surfaces will be done by CTC personnel).
    - Property/personal effects of all guests
    - Consideration for other users of the CTC.
    - Surrounding residents should be respected and all noise kept at an acceptable level:
    - The car park should be used when available and vehicles parked safely.
- The hirer will be liable to pay the full cost of cleaning of or repairs caused by damage to the facility or any furniture or fittings because of the hiring.

SAFETY & INCIDENTS

- Hirers should familiarise themselves and their guests with the following:
    - Health and safety requirements
    - Emergency exits.
    - Fire extinguishers
    - Emergency contact numbers
    - Note the location of the First Aid Kit and Defibrillator on site
- The hirer must Report any incidents or accidents, especially anything that could be a safety hazard to you or other users or where fire extinguishers have been used. Contact CTC President 0429 826 431 or CTC Manager 0416 911 028
- Smoke machines, open flames and helium balloons are not permitted within the facility.

Venue Hire

PRICE LIST
September 2026

MEETING SPACE (CAFE AREA)

Seats up to 40 audience style. Equipped with data projector (wireless or HDMI), a cinema screen, portable large electronic screen, WiFi, urn, tables and chairs and whiteboard

COMMERCIAL/GOVERNMENT PER HOUR (NO TECHNOLOGY)	$50
COMMERCIAL/GOVERNMENT PER HOUR (WITH TECHNOLOGY)	$60
HEALTH & WELLBEING PER HOUR	$30
NOT FOR PROFIT PER HOUR (NO TECHNOLOGY)	$20
NOT FOR PROFIT PER HOUR (WITH TECHNOLOGY)	$25

OFFICE SPACE/SMALL MEETING ROOM

Includes WiFi

COMMERCIAL/GOV PER HOUR (MIN 2 HOURS AFTER HOURS)	$20
NOT FOR PROFIT PER HOUR (MIN 2 HOURS AFTER HOURS)	$10

KEY DEPOSIT (LONG TERM HIRE)

REFUNDABLE KEY DEPOSIT	$50
KEY CALL OUT (FOR LOST KEY)	$170

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CTC ROBERTSON
COMMUNITY TECHNOLOGY CREATIVITY