



PRIMARY CARE  
**CONNECT**

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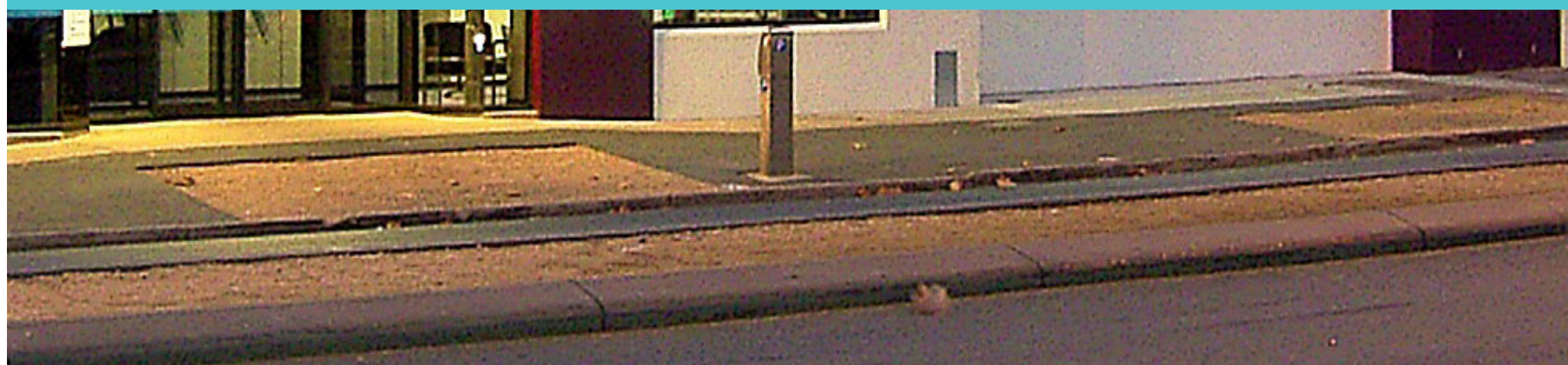
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# VENUE HIRE

PRIMARY CARE CONNECT - YOUR COMMUNITY HEALTH  
2018 - 2020





**FIRSTLY**  
**THANK YOU**  
**FOR CONSIDERING US!**

Primary Care Connect (PCC) is a not-for-profit Community Health Service, providing services to the Goulburn Valley for over 30 plus years.

PCC has a commitment to ensuring its financial sustainability and uses the hire of our rooms and facilities to generate revenue to support our vital work to enhance the health and wellbeing of our communities in the Goulburn Valley area.

Find out more at [www.primarycareconnect.com.au](http://www.primarycareconnect.com.au).

**Simone Wilson**

Executive Manager Infrastructure & Business





**WE CAN**

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# ACCOMMODATE

Primary Care Connect counselling and meeting rooms are available for hire to community groups and private enterprises.

We hope you find what you are looking for and look forward to supporting your time at Primary Care Connect.

1

# COUNSELLING ROOMS

We have five counselling rooms that are available for hire.

This includes standard counselling rooms as well as a Family room and our Gaka Ganhu ('Come Sit' in Yorta Yorta language) room, to choose from.



## Seating Capacity

Standard Rooms seat up to 4 people.  
Family Room seats up to 8 people.  
Gaka Ganhu Room seats up to 4 people.



## Room Facilities

All rooms have:  
- chairs    - couches  
- table    - whiteboard



## Hiring Cost

Our rates are:  
- Full Day rate: \$65 + GST  
- 1/2 Day rate: \$40 + GST  
- Hourly rate: \$20 + GST



## Please Note

Seating capacity for all rooms is subject to room configuration.

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MEETING 1  
ROOM

Our Meeting Room 1 will comfortably seat up to 12 people in a table and chairs configuration. This room is equipped with a whiteboard, chairs and tables and video conferencing facilities.



Hiring  
Cost

- Full Day rate: \$85 + GST
- 1/2 Day rate: \$40 + GST
- Hourly rate: \$20 + GST
- Video Conferencing Unit Flat Rate: \$30 + GST



MR2



**NETWORK WITH EASE IN OUR  
SPACIOUS & FRESH MEETING  
ROOM 2**

Our Meeting Room 2 will comfortably seat up to 30 people and 20 people with tables. This space is equipped with a whiteboard, overhead data projector and tea and coffee facilities. It provides a space large enough for participants to move around the room and network with other participants.



**Hiring  
Cost**

- Full Day rate: \$125 + GST
- 1/2 Day rate: \$65 + GST
- Hourly rate: \$25 + GST

## MORGAN ROOM



### MULTIPURPOSE SPACE FOR YOUR NEEDS RIGHT HERE.

Our Morgan Room can be transformed into any configuration you would like.

This room will comfortably seat up to 35 people in a table and chair format. It can be used as a floor space for your community or activity needs too.

This room is also equipped with a whiteboard and overhead data projector facilities.

A feature of this space is its kitchen facilities for your cooking needs.



### Hiring Cost

- Full Day rate: \$125 + GST
- 1/2 Day rate: \$65 + GST

# **PRIMARY CARE CONNECT - OUR SPACES**

# TERMS & CONDITIONS

We are driven by creating experiences that deliver results for your business and for your needs.

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## **BOOKINGS**

A booking is confirmed upon receipt of a signed copy of these terms and conditions together with any applicable deposit.

PCC agrees to hire to the Hirer the Meeting room(s) together with any equipment indicated on the application form in accordance with the Terms and Conditions of hire set out in this document and in any attached documents.

The Hirer agrees to be bound by the Terms and Conditions of Hire and by any additional conditions which PCC may notify to the hirer prior to the commencement of hire.

All casual hirers of PCC facilities have a responsibility to conduct their activities in a safe manner for all involved, and to ensure risks are minimised. Any incidents/accidents, (regardless of any fault) or hazards identified, must be reported to PCC.

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## **RESPONSIBLE OFFICER**

The Application for the Use and Hiring of PCC meeting rooms must be signed by the person identified as responsible for the application and who will be responsible for the space booked, including any equipment used in conjunction with the space. The Hirer is responsible for the adherence to general occupational health and safety standards.

## **PRIMARY CARE CONNECT - OUR SPACES**

# TERMS & CONDITIONS

### **ALCOHOL & SMOKING POLICY**

Alcohol is not permitted on PCC premises at any time unless specifically approved by PCC and is based on meeting the conditions for the responsible service of alcohol. The people or person serving alcohol must hold a Responsible Service of Alcohol Certificate. (PCC may request presentation of such a certificate).

The PCC building is a smoke-free workplace. Smoking is not allowed anywhere inside the PCC premises. (Smoking is allowed outside the building, out the back near the entrance of PCC driveway on the right handside).

### **PUBLIC LIABILITY**

PCC Public Liability Insurance cover does not extend to the negligence of the hirer and PCC shall not be responsible for the 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 organised by the hirer. Companies and Incorporated Associations are responsible for providing their own Public Liability insurance and a Certificate of Currency is to be provided to PCC with your booking application.

### **CANCELLATION POLICY**

Organisations who hire rooms are required to give at least 7 days notice of cancellation.

A 50% cancellation fee will apply if less than 7 days' notice is given and 25% cancellation fee if less than 30 days.

### **RIGHT OF REFUSAL & RELOCATION**

PCC 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. In the event that a paid booking is cancelled by PCC, a full refund will be issued. Breaches of PCC's security and safety procedures or terms and conditions may result in refusal for further bookings.

PCC reserves the right to relocate a booking to a suitable alternative room if required.

### **CLEANING POLICY**

At the completion of each function the furniture used is to be stored neatly in the location it was found. The Hirer is responsible for ensuring all doors and windows are locked, all lights and power points are turned off upon the completion of meetings or activity.

All cleaning needs to be completed prior to vacating the venue. If the meeting room is not left in a satisfactory manner, a cleaning fee of \$20 + GST per hour will be charged.

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## **PRIMARY CARE CONNECT - OUR SPACES**

# TERMS & CONDITIONS

### **MAINTAINING ORDER AND NOISE MANAGEMENT**

The Hirer shall be responsible for the maintenance of good order during the period of the room hire and he/she will not permit or support disorderly or offensive behaviour.

### **CATERING**

PCC does not supply catering. Catering businesses that PCC can recommend are listed below for your convenience:

- Friars Cafe - (03) 582 2181
- Little Gourmet Food Company - (03) 5821 8200
- Madisons Foodstore - (03) 5821 2486
- The Connection - (03) 5821 0600

### **PARKING @ PCC**

PCC do not offer parking as part of hire terms. PCC is situated a short distance from public parking for a limit of two hours. (Parking is available for after hours hirer(s), at the back of PCC in designated spaces; vehicles can be relocated to this area after 5pm).

## **SAFETY & EMERGENCY PROCEDURES**

The following safety, security and emergency procedures are mandatory for all groups/individuals using PCC meeting rooms both during and after business hours. Your further bookings may be revised if these procedures are not followed.

1. Under no circumstances should any flammable items including candles be used in PCC. If the fire alarm is activated by the Hirers use of a flammable item the Fire Brigade fee will be charged to the hirer.
2. In the event of an emergency such as a fire, the responsible person agrees to act as an emergency coordinator to ensure that everyone in their group is evacuated from the building safely and directed to the Evacuation Assembly Area.
3. Evacuation maps for the Evacuation Assembly Area can be viewed onsite next to Reception desk and down all corridors from your meeting space. PCC Evacuation Plan is attached.
4. Under no circumstances is anything to be glued to the walls, windows or doors in meeting rooms.
5. In the event of an emergency, the responsible officer agrees to call 000 and contact Executive Manager Infrastructure and Business on 0438 162 723.

## **PRIMARY CARE CONNECT**

# ACCESS & SECURITY

The PCC building is open and staffed between 8.30am and 5pm, weekdays. The front door is locked outside of these hours. If your meeting is held outside these hours, you will need to collect a swipe key from Reception before 4.30pm on the day of use (or 4.30pm on Friday if using the rooms on the weekend).

If your meeting is during business hours you may require a swipe key from Reception to enter and exist certain areas of the building without having to see reception each time. This swipe key must be returned to reception before you exit the building.

The PCC's Insurance Policy does not cover personal belongings for anyone in the building. Meeting attendees should not leave bags, wallets or other valuables unattended in meeting rooms or waiting areas. Attendees should be advised of this by meeting organisers.

## AFTER HOURS PROCEDURES

When exiting after business hours the security swipe must be placed in the Return Box at Reception.

The front door and any other external exit doors must not under any circumstances be left unlocked or propped open. You must ensure your group is met at the front door, and that you only let the people attending your meeting or activity into the PCC building.

Anyone wanting to gain access to the building after hours that is unable to identify an individual they are meeting or group they are attending should NOT be admitted into the bulding without further clarification. Should any incident arise, inform the Executive Manager of Infrastructure and Business and if necessary the Police.

When leaving the building after hours it is esssential that each person ensures that the doors are secured behind them, and that the designated person for each group is the last person to leave. Patrons can exit through the front door or the back door after hours.

# OTHER HIRING INFORMATION FOR YOU.



During business hours, it helps for our Reception staff to have a list of those will be attending your meeting. This will be used at Reception for them to sign in and out of the building during the duration of the day.

This service is not available after hours.

## **WE DON'T PROVIDE....**

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- Photocopying facilities
- Car parking
- Message delivery
- Use of telephones  
(except in cases of an emergency)

To make venue hire bookings please visit our website or complete form and email through to [venuehire@primarycareconnect.com.au](mailto:venuehire@primarycareconnect.com.au)