

Process for Booking Tait-Duke Community Cottage (TDCC)

- A. Potential Hirers are to consult the Booking Calendar to ensure the time is available (<http://www.tait-dukecommunitycottage.com>)
- B. Then contact the Booking Manager at tdcc.rotarynh@gmail.com to notify the request to book the venue, the nature of use and to advise their insurance status. The Booking Manager will then advise the fee to be paid.
- C. The Booking Manager will block out time in the calendar
- D. Hirers will then pay the fee for the hire (as per schedule) to
Bendigo Bank BSB 633-000
Acct No 157155920
- E. When payment is received Booking will be confirmed via email advising where keys are to be picked up and dropped off
- F. All users of TDCC will be asked to complete a short survey upon completion of their use.

Conditions of Hire:

- A. All persons renting TDCC must agree to release The Rotary Club of Noosa Heads of any liability for any injury sustained whilst using the cottage
- B. Hirers are responsible for set up of room and returning the room to the way it was found when entering the premises
- C. The Cottage is to be left in a clean and tidy condition – if additional cleaning is required then the cost will be billed to the hirer. This includes the use of the kitchen.
- D. Hirers must ensure that any equipment that is used is returned to its storage space and all power points and lights used are turned off when they leave the premises.
- E. Any damage or concerns are to be reported to The Rotary Club of Noosa Heads on (0432 757 477) as soon as possible.
- F. Fees: Please refer to the website for the most current rates (<http://www.tait-dukecommunitycottage.com>)
- G. All trash created whilst hiring to be taken away with the hirer. A rubbish bag will be provided.
- H. It is the responsibility of the hirer to ensure that all windows and doors are secure before leaving the premises.
- I. No keys are to be duplicated.