

OAKY CREEK COAL

GLENCORE

Tieri Community Space

Shop 1B, Tieri Shopping Centre

The Tieri Community Space is a space provided by Glencore Oaky Creek Coal as a resource for the Tieri Community. The Community Space is a blank canvas and example of uses may include pop-up shops, group events, visiting services, displays, meetings, etc. The air-conditioned open room is equipped with 65" wall mounted TV/screen (7.5m HDMI cable, external TV aerial, no internet), small kitchenette with fridge/freezer, microwave and kettle. All other equipment including tables, chairs, tea/coffee, catering supplies, cleaning supplies, etc is to be provided by the hire occupant. There is currently no bond or hire fee however additional charges may apply (eg: cleaning, damage, lost key, etc) and misuse may prohibit future bookings.

Hire Guidelines:

- Must have own public liability insurance.
- Intended use must demonstrate benefit to the Tieri community.
- Booking period can be up to 1 week at a time. Where booking conflicts arise, discretion will be used.
- Room must be left secure when not in use.
- Children must be supervised by an adult at all times.
- No blue tack or tape to be used on walls. No material to be hung over front glass windows.
- Room including kitchenette must be returned very clean and tidy with all rubbish removed – additional cleaning charges may apply and future bookings disallowed. Fridge to be left empty and switched on.
- All wilful damages must be paid for.

Booking Process:

- Contact OCC Tieri Town Services – Email: tieritownservices@glencore.com.au or Phone: (07) 4984 7700.
- Provide the following information with a copy of current public liability insurance certificate:

Group/Business name:	
Contact name:	
Contact mobile and email:	
Requested start date and time:	
Requested end date and time:	
Intended use/reason for hire:	
Benefit to the Tieri community:	

- Request reviewed and approved / denied – applicant notified of outcome.
- Booking entered in shared OCC Calendar.
- Arrangements for key collection/return to be made with OCC Town Services. Key must be collected from OCC Tieri Town Services Office during their business hours. Key must be returned immediately upon completion (after hours key can be returned via deposit box at OCC Tieri Town Services Office).

As the Hire Applicant, I agree to the above conditions.

Name: _____ Signature: _____ Date: _____