



16/59 Bayview Boulevard

Bayview NT 0820

0447 736 313

training@responsetraining.com.au

Room Hire Policies & Procedures

Booking & Payment

- Room bookings can be made via phone or email.
- A confirmation email will be sent upon successful booking. (*Online bookings coming soon.*)
- Full payment is required at the time of booking.
- Non-profits receive discounted rates.
- Bookings include setup and pack-up time within the hired period.

Room Hire Rates

Standard Rates:

- Crest Conference Room: \$30/hour or \$180/day (8 AM – 4 PM)
- Response Training Room: \$75/hour or \$450/day (8 AM – 4 PM)
- Large Bayview Function Room: No hourly rate, daily rates start at \$1000 (price varies based on event type and duration).

Non-Profit Rates:

- Crest Conference Room: \$20/hour or \$120/day (8 AM – 4 PM)
- Response Training Room: \$50/hour or \$300/day (8 AM – 4 PM)

Cancellations & Refunds

- More than 48 hours' notice: Full refund.
- 24-48 hours' notice: 25% of the booking fee is retained.
- Less than 24 hours' notice: 50% of the booking fee is retained.

Room Use & Responsibilities

Cleaning & Maintenance

- Hirers are responsible for cleaning the hired space and kitchen (if used).
- Cleaning services are available for an additional fee:
 - Crest Conference Room: \$50
 - Response Training Room: \$100
 - Bayview Function Room: \$100 - \$500 (depending on event size)

Decorations

- No nails, drills, or anything that causes damage to walls.
- No tape on walls or windows. Blu-Tack is allowed.

Security & Supervision

- CCTV cameras are installed throughout the facility.
- A staff member will be onsite for all hire events to open, lock up, and review the tidiness of spaces.

Damages & Penalties

- Any damage to rooms or equipment caused by the hirer or their guests must be paid within 14 days of receiving a repair quote.
- Late departures or exceeding booking time:
 - 8 AM – 4 PM: Standard hourly rate applies.
 - After business hours: \$200/hour penalty.

Safety & Emergency Procedures

Fire exit signs, fire extinguishers, and hoses are located throughout the premises.
Follow current NT COVID-19 policies.



Response Services
Employment &
Training Pty Ltd

RTO 90278

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Expected Cleaning for Room Hire

Hirers are expected to leave the space in a clean and tidy condition. The following cleaning tasks must be completed before vacating the premises:

1. General Cleaning

- All tables and chairs must be wiped down and returned to their original positions.
- Floors must be free of rubbish, spills, and stains (sweep or mop if necessary).
- Any equipment or decorations brought in must be removed.

2. Kitchen (If Used)

- Benchtops, sinks, and appliances (e.g., microwave, kettle) must be wiped down.
- Any dishes or utensils used must be washed, dried or placed in the dishwasher
- Fridge & cupboards must not contain any leftover food or drinks.

3. Waste Disposal

- All rubbish and recycling must be placed in the bins provided in the kitchen.
- If bins are full, bag up rubbish and leave it near the exit for disposal.

4. Restrooms (If Used for Private Events)

- Ensure toilets are left in a clean condition with no excessive mess.
- All personal items must be removed.

Failure to meet these expectations may result in a cleaning fee being charged.

Crest Conference Room: \$50

Response Training Room: \$100

Bayview Function Room: \$100 - \$500 (depending on event size and condition)