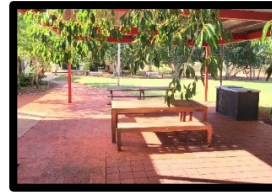


Venue Hire Application 2018/19



We have two air-conditioned hire halls, both fully equipped ready for your next conference, gathering or event. Both contain kitchenettes and access to toilet amenities. Easy to use data equipment and roll away tables, chairs conveniently located within the halls. Our early childhood area is ideal for playgroup and various children's activities.

Name of hirer and or organisation: _____

Postal Address: _____

Contact number: _____

Email: _____

Purpose of venue hire: _____

Dates required: _____

Time required: _____

Venue hire (please tick preferred option)

<input type="checkbox"/> Hire Hall 1	<input type="checkbox"/> Hire Hall 2
<input type="checkbox"/> Full Room, Full Day (4+ Hours) \$220.00	<input type="checkbox"/> Full Room, Full Day (4+ Hours) \$220.00
<input type="checkbox"/> Full Room, Half Day (4 Hours is half day) \$165.00	<input type="checkbox"/> Full Room, Half Day (4 Hours is half day) \$165.00
<input type="checkbox"/> 2 hour hire \$55.00	<input type="checkbox"/> 2 hour hire \$55.00
<input type="checkbox"/> 2-3 hour hire \$93.50	<input type="checkbox"/> 2-3 hour hire \$93.50
<input type="checkbox"/> Half Room, Full Day (Hall 1 Only) \$132.00	<input type="checkbox"/> 1 hour bookings \$22.00
<input type="checkbox"/> Half Room, Half Day (Hall 1 Only) \$93.50	<input type="checkbox"/> Early Childhood Area
<input type="checkbox"/> 1 hour bookings \$22.00	<input type="checkbox"/> Full Day Hire (4+ Hours) \$220.00
<input type="checkbox"/> Private Interview Room	<input type="checkbox"/> Half Day Hire (4 Hours is half day) \$93.50
<input type="checkbox"/> Full Day Hire (4+ Hours) \$220.00	<input type="checkbox"/> Regular Session \$44.00
<input type="checkbox"/> Half Day Hire (4 Hours is half day) \$93.50	

Equipment hire \$22 (cost includes all equipment for use, please circle preferred option)
Data equipment include Wi-Fi, laptop, projector, 20L urn, commercial BBQ.

SIGNATURE REQUIRED:

I/we the applicant have read and understand and agree to abide by all conditions of hire.



Conditions of Hire 2018 /19

As we are managed by a team of volunteers, no one is present to clean up after you. Hirers work together to ensure the areas are left clean and ready for the next group *thank you!*

1. Insurance coverage is a full responsibility of the hirer.
2. It is expected that the hirer will set out the tables and chairs required.
3. Multipurpose areas must be left clean and tidy with all equipment used and the table and chairs stacked away on completion of hire. Bins emptied, floors swept and surfaces wiped. Please turn off all lights and fans.
4. Ensure all toilet areas are left clean and tidy. **Please secure all doors before departure.** This includes hire hall, kitchen and toilets.
5. Any damages incurred during the hire period including the repair and replacement of lost and or damaged equipment will be charged to the hirer. Please report any damages to the office or a committee member.
6. Agreed hire fee is to be paid in full *prior* to the function. All cancellations must be made at least a day before hire. Bookings made longer than one day, a cancellation notice of one month is required. Penalty fees apply for late cancellation.
7. To ensure our centre sustain a peaceful, enjoyable environment for all, bookings must remain politically neutral. Campaign, rally groups and energy development companies are encouraged to find alternative hire options.
8. Cancellation Policy:
All cancellations must be made at least 24 hours prior to hire – no shows will be charged per booking form
Bookings made for longer than one day, a cancellation notice of one month is required
If a booking made for longer than one day is cancelled a one day hire fee will apply
The cancellation fee is at the discretion of the Site Manager

SIGNATURE REQUIRED:

I/we the applicant have read and understand and agree to abide by all conditions of hire.

