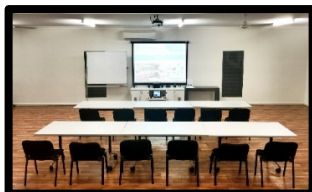


## Venue Hire Application 2019



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 organisation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Contact name and number: \_\_\_\_\_

Email: \_\_\_\_\_

Purpose of venue hire: \_\_\_\_\_

Dates and times required: \_\_\_\_\_

Is your organisation NFP and hold a charity status? \_\_\_\_\_ (Please include charity status certificate)

Venue hire (please tick preferred option)

<input type="checkbox"/> <b>Hire Hall 1</b>	<input type="checkbox"/> <b>Hire Hall 2</b>
<input type="checkbox"/> Full Room, Full Day (4-8 Hours) \$230	<input type="checkbox"/> Full Room, Full Day (4-8 Hours) \$230
<input type="checkbox"/> Full Room, Half Day (1-4 hours) \$170	<input type="checkbox"/> Full Room, Half Day (1-4 hours) \$170
<input type="checkbox"/> Half Room, Full Day (4-8 hours) \$140	
<input type="checkbox"/> Half Room, Half Day (1-4 hours) \$95	<input type="checkbox"/> additional hour on top of venue hire \$25 ph
	<input type="checkbox"/> <b>Early Childhood Area</b>
<input type="checkbox"/> additional hour on top of venue hire \$25 ph	<input type="checkbox"/> Full Day Hire (4-8 Hours) \$230
	<input type="checkbox"/> Half Day Hire (1-4 hours) \$170
	<input type="checkbox"/> additional hour on top of venue hire \$25 ph

**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 2019

**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, including public liability.
2. It is expected that the hirer will set out the tables and chairs as 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 (mopped if needed) and surfaces wiped. Please turn off all air conditioners, lights, fans and any other electrics.
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. If the fee is not paid before the due date, a one off late fee can be charged \$25.
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 48 hours before the booked day. 50% of the booking fee will be charged if this does not happen. No shows will incur the full fee.

### **SIGNATURE REQUIRED:**

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

