



## Terms and Conditions for Hiring Wandong Heathcote Junction Community Centre

### HIRER'S OBLIGATIONS

### PLEASE RETAIN THIS SHEET

#### *The Hirer will:*

- Acknowledge that they have inspected the facility and agree that it is in good condition and fit and proper for the purpose of the proposed use. The Hirer takes no objection or exception to the condition of the Facility. Any objection or exception is to be advised in writing at the time of or prior to the booking and deposit being paid.
- Pay the security bond set out below. The bond will be refunded in full if the Hirer cancels this agreement in writing more than 14 days before the date of hire and will be refunded in full after the function subject to all hire charges being paid, and also subject to including any additional charges incurred such as cleaning if necessary and any repairs due to damage.
- Cancellation of bookings requires 14 days notice or a fee of \$50 will be charged.
- Pay a deposit of \$50 on signing the agreement and the total hire charge no later than 30 days where possible before the date of hire unless other arrangements have been made with the Booking Officer. If the total hire charge has not been paid 30 days before the date of hire then this agreement will be at an end and the deposit may be forfeited.
- Pay such further charges as deemed below if the Hirer does not vacate the Facility at the expiration of the hire;
- Ensure that the Facility is used only for the purpose set out herein above.
- Commercial Hirers must no later than 14 days or ASAP prior to the date of hiring deliver to the Committee a Public Liability insurance policy with a cover for at least \$5 million. Failure to deliver this policy will result in the cancellation of the hire of the Facility;
- The Committee of Management on application for a not for profit/private function hirer can provide 24 hour Public Liability Insurance cover through Mitchell Shire Council for a single event. See hire fees below.
- For all events held for Friday, Saturday or Sunday night hire they must register their function with the local police Party Safe program and show proof to Committee.
- **THE BOND AND FULL HIRING CHARGES INCLUDING INSURANCE MUST BE PAID BEFORE COLLECTION OF KEYS.**
- Be responsible for the maintenance of good order in the Facility and any other part of the Committee's premises affected by the hiring;
- Ensure that all entrances exits (including exit doors) passageways and aisles are kept free and unobstructed and available for use by the public at all times when the building is occupied and that all exit lights are illuminated during all Functions; The rear door near Disabled toilet is alarmed and a \$50 fee will be charged if this door is opened during your event for callout of security company.
- Be responsible for the costs of making good any damage to buildings, fixtures, furnishings, equipment or any other property incurred as a result of the hiring.
- Should any wanton damage occur directly relating to the HIRER'S activities then the Committee may decide to bill for such costs. (eg fire extinguishers being discharged). Any discharge of fire



extinguishers will be at hirers' expense for replacement.

- Observe their responsibilities and obligations with regard to the health and safety of ALL persons using the facility.

***The Hirer will not without the prior written consent of the Committee:***

- Bring or allow any person to bring onto the Facility any explosive or inflammable liquids or other like substances;
- Deface or allow to be defaced any part of the Facility including the fixing of any paper or other objects to any part of the Facility unless with BluTac ;
- Suspended items from the ceilings must be removed by hirer at completion of event.

***The Hirer must:***

- Ensure buildings, toilets; grounds etc are left clean & tidy. No cigarette butts to be left around the immediate surrounds of the fenced area at the front of the building. **(Any cleaning costs will be deducted from the bond at \$40 per hour)**. A Cleaning service is available see below. Cleaning supplies are available in the cupboard between the toilets. The front door key opens this storage cupboard. Please ensure this door is kept closed as harmful chemicals are stored within.
- A checklist is attached to this document to be used as a guide when cleaning the venue.
- Check that all windows, doors, fire exits, padlocks, heaters and lights have been secured at the completion of their use and security system is engaged on leaving and key returned to the lock box.
- Be responsible for placing rubbish & recycling in bins provided. Rubbish is not to be left in public bins, **if too much rubbish for bins provided balance must be removed by HIRER**. No rubbish is to be allowed to litter the reserve or a fee will be taken from the bond to clean up at \$40 per hour.

**GENERAL CONDITIONS**

- The Committee, may at any time before the commencement of the hire cancel the hire and upon refunding the hire charges to the Hirer the Committee will not be liable to the Hirer for any damages for such cancellation
- All parties to this agreement are bound by it jointly.
- Any breach of this agreement by the Hirer will entitle the Committee to terminate the hire of the Facility forthwith.

**THE WHOLE OF THE INSIDE OF THE CENTRE AND THE PLAYGROUND OUTSIDE IS A NO SMOKING AREA PLEASE ENSURE YOUR GUESTS ADHERE TO THIS LEGISLATED POLICY. ANY CIGARETTE BUTTS MUST BE REMOVED BY HIRER AT END OF EVENT.**



## **HIRING FEES from January 2016**

### **Community Centre and Pavilion**

**Casual Community Groups:** \$13 per hour Minimum 2 hours No Bond required but a public liability insurance certificate must be produced or an insurance charge of \$25 will be levied.

**Casual Hire** \$25 per hour 2 hour minimum A public liability insurance certificate must be produced or an insurance charge of \$25 will be levied. Bond at discretion of Booking Officer

**Evening After 6:00p.m** \$50 per hour.2 hours minimum A public liability insurance certificate must be produced or an insurance charge of \$25 will be applicable Bond at discretion of Booking Officer. Monday to Thursday 6.00pm- 10.00pm.

**Weekend use:** 7:00 p.m. to 1:00 a.m. Bond \$250 Noise must abate at 12am and grounds vacated by 1.30am. Please be considerate of neighbours when leaving  
A public liability insurance certificate must be produced or an insurance charge of \$25 will be levied. Cleaning will be taken from bond at the rate of \$40 per hour if premises not cleaned to the satisfaction of the Booking Officer.

**24 hour period** \$500 A public liability Certificate of Currency must be produced or an insurance charge of \$25 will be applicable Bond mandatory

**Price includes GST.**

**SECURITY BONDS** Private Parties \$250.00  
Commercial Functions & 21<sup>st</sup> Parties \$300.00

**Insurance** \$25 per booking if Certificate of Currency for Public Liability of \$5m is not supplied.

**Cleaning:** The Hirer may choose to have the centre cleaned after the event; costs will be taken from the Bond at \$40 per hour before refund. Please arrange prior to booking with Booking Officer. Where the hirer chooses to clean the centre Bond will not be returned until the Booking Officer is satisfied the cleaning is acceptable. Where the cleaning fails to satisfy the Booking Officer a further charge for cleaning will be taken from the Bond at \$40 per hour. Where a Bond is not charged the hirer agrees to clean the centre to a satisfactory standard. If this does not occur a charge may be made to the hirer.

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### **KEYBOX INSTRUCTIONS**

The Key box is located on the post just north of the door.

1. Enter the code provided
2. Push down the open button at the top
3. The lid will now open remove the key
4. Close the lid
5. Repeat steps 1 & 2 If needed
6. Use the clear button if wrong numbers entered