

Booking Form

Richmond Neighbourhood Centre Meeting Room and Hall

<u>Rates</u>	Profit making	Non-profit making	Function rate
Hall 1	\$27/hour	\$23/hour	\$245
Meeting Room	\$22/hour	\$17/hour	N/A
Refundable Key Deposit: \$40 Refundable Function Cleaning Bond: \$250			

<u>Booking Details</u>	
Name of Group	
Contact Person	
Contact Phone	
Contact Email	
Contact Address	
Public Liability Insurer (if required)	
Day/Dates required	
Time of booking (include set up and pack up)	
Frequency	Weekly ☐ Monthly ☐ Casual ☐ Function ☐

<u>Declaration</u>	
<i>I, the undersigned, understand and agree to the terms and conditions outlined in this agreement, including my/our responsibilities and liabilities as hall and/or room hirers.</i>	
Name of Group	
Contact Person	
Signature	
Date	

Conditions of Hire

Insurance and Liability

- **Public Liability Insurance:** Organisations or businesses hiring the centre must provide a copy of their Public Liability Insurance. Renewals must be forwarded when due.
- **Injuries:** The centre is not responsible for injuries sustained by users of the facility.
- **Damage and Conduct:** The hirer is responsible for the conduct of all attendees and for any damage caused. Costs of repairs or replacements will be charged to the hirer. The centre must be informed of any breakages or damage.

Safety and Security

- **Fire Safety:** The hirer must be aware of fire exits and the fire evacuation plan. In case of fire or evacuation, the hirer is responsible for ensuring their group exits safely and meets at the designated assembly point.
- **No Smoking:** Smoking is prohibited in the centre and near the buildings/childcare space.
- **Alarm and Key Agreement:**
 - Keys must be collected and returned as per the centre's instructions.
 - The hirer is responsible for any lost keys and the cost of reprogramming the alarm if necessary.
 - The building must be secured properly, and the alarm system activated when leaving. Any security call-out fees due to negligence will be charged to the hirer.
- **Access Times:** The centre can be accessed no earlier than 15 minutes before the agreed start time and must be vacated within 15 minutes after the agreed finishing time. For evening functions, guests must vacate by midnight, and the hirer by 1:00am.

Facility Use and Maintenance

- **Set-Up and Clean-Up:** The hirer is responsible for setting up and returning tables and chairs to storage. The centre must be left clean and tidy. Specific tasks include:
 - Sweeping all floors
 - Returning tables and chairs to storerooms
 - Turning off and cleaning the stove
 - Removing food from the fridge and cleaning any spills
 - Wiping down kitchen benches
 - Removing rubbish and placing it in outside bins
 - Disposing of nappies properly
 - Turning off lights and air conditioners
 - Ensuring all doors and windows are closed and locked
- **Decorations:** Decorations can be attached with blue-tack only, avoid tape and ensure no marks or damage are left. All decorations must be removed after the event. No decorations on ceiling fans.
- **Storage:** Regular hirers using storage cupboards must keep them clean and free from corrosive and flammable liquids. No food is to be stored over holidays. Hirers are responsible for insuring stored goods and providing a key copy to the centre.
- **Noise and Conduct:** Excessive noise, bad language, and individuals under the influence of drugs or alcohol will not be tolerated and may be asked to leave.

Cancellation and Payment Policies

- **Permanent Hirers:** Must provide 4 weeks' notice to terminate hire. Failure to do so will result in rent for the period plus a \$30 administration fee.
- **Casual Hirers:** Must provide 2 weeks' notice to terminate hire. Failure to do so will result in rent for the period plus a \$30 administration fee.
- **Function Hirers:** May cancel up to 14 days prior to the booking date. Cancellations made less than one week prior will incur a 50% cancellation fee.
- **Payments:** All fees must be paid within 7 days of receiving the monthly invoice. Casual hirers must pay before the day of hire unless arranged otherwise. Late payments will incur a \$5 administration fee per month. Account balances exceeding \$250 not settled on time may result in compromised future bookings.

Additional Clauses

- **Flooring Clause:** Objects must be picked up and carried, not dragged across the floor. Dance classes must avoid substances on the floor and use non-marking footwear. Floor damage due to negligence will be the hirer's responsibility.
- **Air Conditioning Clause:** The remote control must be kept in its bracket. Penalties for leaving it on overnight or over the weekend range from \$30 to \$100, with a \$30 penalty for overnight and a \$100 penalty for leaving it on a Friday or Saturday. If the unit sets off the alarm, the user will incur these costs.
- **Testing & Tagging:** All electrical equipment used must be tested and tagged as per legislation. The hirer is responsible for ensuring compliance. The centre is not responsible for any unsafe equipment.
- **First Aid Kit:** Notify the centre if any items are used so they can be replaced (the first aid kit is located in the kitchen next to the paper towel rack).

Management Rights

- **Booking Cancellation:** The management reserves the right to cancel a booking at any time without notice.
- **Entry Rights:** Management retains the right to enter the building at any time.

Office Use	
Rate of Hire	
Key details	
Alarm Code details	
Public Liability Details (if required)	
Conditions of hire signed	
Key Deposit Paid (receipt number)	

Instructions For Alarm System

Please follow these instructions carefully as failure to correctly turn the alarm system off and on causes unnecessary call out of security, police and alarm technicians (for which you will be responsible to pay).

To turn the system OFF (when entering)

1. Enter the building via the front door **ONLY**.
2. The security pad is located on the brick wall just inside the door to the left.
3. Enter your six-digit alarm code:
4. Press OFF

To turn the system ON (when leaving the building)

1. Enter your six-digit alarm code:
2. Press ON
3. You now have 45 seconds to leave the premises and lock the door.

*Alarm contact after hours: Threat Protect 1300 847 328