

## COMMUNITY ROOM HIRE FORM

HIRER DETAILS	
BUSINESS NAME	ABN
CONTACT PERSON	TELEPHONE CONTACT
ADDRESS [for invoicing]	EMAIL CONTACT
PUBLIC LIABILITY DETAILS	
INSURANCE COMPANY NAME	POLICY NUMBER
<b>Please attach a copy of the Public Liability Policy</b>	
<b>DATE/S and DAYS:</b> <input checked="" type="checkbox"/> <b>Please tick all that apply:</b>	
Monday / / <input type="checkbox"/>	Tuesday / / <input type="checkbox"/>
Thursday / / <input type="checkbox"/>	Friday / / <input type="checkbox"/>
Sunday / / <input type="checkbox"/>	Wednesday / / <input type="checkbox"/>
Saturday / / <input type="checkbox"/>	
<b>TIME:</b> <input checked="" type="checkbox"/> <b>Please tick all that apply: please see over for charges</b>	
Period required? <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> ALL DAY	
<input type="checkbox"/> 9am – 10am <input type="checkbox"/> 10am – 11am <input type="checkbox"/> 11am – 12noon <input type="checkbox"/> 12noon- 1pm <input type="checkbox"/> 1pm – 2pm	
<input type="checkbox"/> 2pm – 3pm <input type="checkbox"/> 3pm – 4pm <input type="checkbox"/> 4pm – 5pm    Afterhours – please state <input type="checkbox"/>	
ACCESS TO COMMUNITY AREA REQUIRED?	
NO <input type="checkbox"/>	YES <input type="checkbox"/>
OTHER REQUESTS	

signature

date

**Office Use only**

Booking confirmed by:	Notified: Y <input type="checkbox"/> N <input type="checkbox"/>
Finance notified:	Invoice number:

## COMMUNITY ROOM HIRE FORM

# Community Room Hire Costs

Hire	Not For Profit		Government		Commercial	
	Double Room	Half Room	Double Room	Half Room	Double Room	Half Room
Hourly	\$25	\$15	\$25	\$15	\$30	\$20
Half Day < 3 hrs	\$60	\$40	\$70	\$40	\$80	\$45
Full Day	\$120	\$70	\$140	\$80	\$170	\$90
Weekly	\$450	\$250	\$500	\$300	\$600	\$350
Weekend	\$50 per hour	\$30 per hour	\$60 per hour	\$35 per hour	\$70 per hour	\$40 per hour

A \$15% discount on room hire is available for any bookings that include Catering with Cullunghutti Caterers

## What Facilities include

Our community rooms have an equipped kitchenette; including tea, coffee and milk - **catering will need to be provided by the hirer**. Cullunghutti Catering is available upon request, please contact Tina on 02 4428 6900.

Access to outdoor community area, with a BBQ - \*staff need to be notified if this access is required at time of booking as this effects community access during that time.

Full toilet facilities.

Smart board and laptop

8 tables & 40 chairs in full room

Cleaning costs

## How to book

All booking enquiries are to be addressed to Whitney via email at:

[admin@cullunghutti.org.au](mailto:admin@cullunghutti.org.au) or by contacting the Centre on 02 4428 6900

## Alcohol, Drugs and Smoking

Cullunghutti has a zero tolerance policy for alcohol, drugs and smoking.

Alcohol and drugs are not permitted on the premises.

Smoking must not be conducted within 10 meters of the building.

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## Terms and Condition of Hire

Application for hire of the facility must be made through the Centre Administrator on a signed agreement form, accompanied by the applicable bond. On a casual base hire, payments must be received two weeks prior to the booking date. For a regular hire, monthly statements will be issued with payment due within 14 days.

Any special /particular requirements should be discussed with the Centre Administrator the time of booking to establish what facilities/equipment are needed.

## Responsibility of Hirer

The hirer is responsible for the conduct of the function/activity, ensuring all Terms and Conditions are put in place at the venue as applicable to the type of function, full payment of hire fee and bond are paid in advance, failure to comply may result in the forfeiture of the bond.

The hirer shall ensure the facility is reinstated to its original condition as at the time of hiring. The cost to repair and or replace property, fixtures, furniture and equipment damaged must be borne by the hirer; Cullunghutti Aboriginal Child and Family Centre has the option of arranging for repairs to be affected and require the hirer to meet the costs incurred.

Cullunghutti Aboriginal Child and Family Centre will not in any way be responsible for any property introduced into or left on the premises by the hirer. The hirer is responsible for the correct securing of the building at the completion of hire.

Any costs incurred due to error in securing the building correctly, including security call out fees, staff overtime costs to attend call out and insurance excess will apply if a break in/security call out, occur due to inappropriately secured building.

## Bonds

A bond may be taken at the discretion of the Centre Administrator. When applicable, the bond is payable in advance, at the time of booking the facility. A refund of the bond will not be forwarded until the hirer has met all the Terms and Conditions of Hire and the Centre Administrator has attended the facility and carried out an inspection of the facility.

Where the facility has been left untidy (garbage not removed, bins not cleared and cleaned, kitchen, cutlery, appliances and/or glassware not cleaned etc) or the facility has been damaged, the Centre Administrator will contact the hirer and make arrangements for cleaning/repairs to be carried out.

The hirer is responsible for any additional cleaning costs necessary to reinstate the facility to its condition prior to the hiring and for any costs/fees incurred for the repair or replacement or any loss or damage to property, furniture, fittings and equipment.

Any additional costs incurred by the Centre Administrator will be deducted from the bond monies. Where the inspection of the facility proves satisfactory, a Request for Refund will be issued. A cheque for the refund of the bond monies will be forwarded to the hirer within fourteen (14) working days from the date of processing the Request for Refund.

**COMMUNITY ROOM HIRE FORM**

## Hire period

The booking shall commence and finish at the times stated on the agreement form. There is to be no access to the facility prior to or after the stated times. Any additional time required for the delivery or removal of equipment, setting up or cleaning of the facility must be completed within the hire period, or an additional hire fee will be deducted from the bond monies.

## Cancellations

Should you decide not to use the facility for your event, you must advise the Centre Administrator at least two weeks prior to the booked event date otherwise you will be responsible for the full payment. Where payment for the event has been made prior to cancellation, a cheque in refund of the fees and bond will be forwarded by post within fourteen (14) working days from the date of cancellation.

## Collection/return of keys

Arrangements need to be made with the Centre Administrator for the collection and return of keys prior to the booked start time of an event. Keys will not be handed over unless all Terms and Conditions of Hire have been put in place and/or proof of payment has been produced.

**Unauthorized copying of keys is a criminal offence.**

## Definitions of hirers are as follows;

### Casual hirers

Casual Hirers are hirers who hire the facility on less than ten (10) days over any 12 month period.

### Regular hirers

Regular Hirers are hirers who hire the facility on more than ten (10) days over any 12 month period. All hirers must have a current Public Liability Policy to the minimum amount of Ten Million Dollars (\$10,000,000) over. A copy must be made available to the Centre Administrator otherwise the facility cannot be hired.

### General

You/your organization must accept responsibility for any claim, which arises regarding damage or accidents, which may occur during your occupation of the hall/centre and is liable for restoration of any damage resulting from these activities.

All user groups utilizing Cullunghutti Aboriginal Child and Family Centre equipment/resources are responsible for the repairs or damage to such goods. The cost of any breakages or damage will be invoiced to the hirer.

The facility shall be left clean, tidy and free of rubbish at the completion of the hire period. Chairs and tables are to be returned to their original positions and are never to be placed in such a manner that they block FIRE EXITS. If the facility is not left in a clean condition, any cleaning incurred will be deducted from the bond.

Interference with the electrical wiring, switchboard or sound equipment at the facility, or any alteration to property whatsoever without written approval shall result in the forfeiture of the bond and the hirer shall be liable to prosecution. All electrical appliances and leads bought onto the facility by the hirer must be tagged.

All activities and vacation of the facility must occur by midnight.

## COMMUNITY ROOM HIRE FORM

Your activities must be carried out in a manner, which does not cause “offensive noise” as defined in the Noise Control Act, 1975. Musical instruments and sound equipment must not be used between the hours of 12 midnight and to 8.00am every day, in accordance with the Noise Control (Miscellaneous Articles) Regulation, 1995.

Cullunghutti Aboriginal Child and Family Centre’s Non Smoking Policy applies to areas, NO smoking inside / within 10 meters of the Centre.

The sale of alcohol in the facility is prohibited. The serving or cooling of beer in casks, kegs, bottles or cans by any method is not permitted in any area of the facility. Any damage due to con-compliance will be repaired at cost to the hirer or deducted from the bond monies.

Decorations shall be permitted (subject to Centre Administrator approval) provided that they shall not be fixed to the walls or floor of the facility by nail, screws, hooks, blue-tac, etc. If any flammable material is used in the decorations it shall be first treated with a fire retardant solution to the satisfaction of Cullunghutti Aboriginal Child and Family Centre. It is the hirer’s responsibility to ensure that all decorations are removed on the day of the function or as directed by the Centre Administrator.

Clear access of not less than 1.1m must be maintained to all exit doors.

The hire of the facility must be in accordance with all regulations, laws and zoning of the facility and its location.

Any requirements of the Charitable Fundraising Act, 1991, should also be observed and enquiries in this regard can be directed to the Department of Gaming and Racing in Sydney on Phone 02 9995 0300.

Spillage of foodstuffs or drinks must be removed from the meeting room. Spillage of foodstuffs or drinks on carpeted areas shall require professional steam cleaning if stained, receipt to be provided.

Willful damage is an offence and will be dealt with by Police. Accidental damage or breakage must be reported on return of the facility key. If not reported, the damage will be deemed as willful and will be dealt with accordingly.

The Centre Administrator reserves the right to cancel this booking immediately, should such action be considered necessary.

For an incorporated body, sporting club or association of any kind to hire a facility it will be necessary to provide to the Centre Administrator a copy of your current Public Liability Insurance Policy or Certificate of Currency. The policy must provide coverage of a minimum of ten million dollars (\$10,000,000).

For any person to hire the facility, you must provide the Centre Administrator a copy of your current Public Liability Insurance Policy or Certificate of Currency. The policy must provide coverage of minimum of ten million dollars (\$10,000,000).