

Venue Hire Agreement

Please complete both pages of this form, sign and return via info@mountbeauty.org.au or
 1 Tennis Court Avenue, Mount Beauty 3699.

Date:

HIRER DETAILS									
Hirer name:	<input type="text"/>								
CONTACT DETAILS									
Contact person:	<input type="text"/>								
Email:	<input type="text"/>								
Phone:	<input type="text"/>								
Mobile:	<input type="text"/>								
Copy of public liability attached	<table border="0"> <tr> <td>Yes</td> <td>No</td> <td>Expiry date:</td> </tr> </table>	Yes	No	Expiry date:					
Yes	No	Expiry date:							
HIRE OCCURENCE									
Day & date:									
Start time	<input type="text"/>								
End time	<input type="text"/>								
RECURRENCE									
<table border="0"> <tr> <td>Daily</td> <td>Recurrence detail <input type="text"/></td> </tr> <tr> <td>Weekly</td> <td>Occurrence start date:</td> </tr> <tr> <td>Monthly</td> <td>Occurrence end date:</td> </tr> <tr> <td>Yearly</td> <td></td> </tr> </table>	Daily	Recurrence detail <input type="text"/>	Weekly	Occurrence start date:	Monthly	Occurrence end date:	Yearly		
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Monthly	Occurrence end date:								
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VENUE REQUIRED									
<table border="0"> <tr> <td>Computer lab</td> <td>Small office</td> <td>Alex McCullough Hall</td> <td>Training kitchen</td> </tr> <tr> <td>Large conference room</td> <td>Outside area</td> <td>Portable conference</td> <td></td> </tr> </table>	Computer lab	Small office	Alex McCullough Hall	Training kitchen	Large conference room	Outside area	Portable conference		
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OTHER RESOURCES REQUIRED									
<table border="0"> <tr> <td>Internet access</td> <td>Large screen display</td> <td>Projector & screen</td> </tr> <tr> <td>DVD player</td> <td>Catering required</td> <td></td> </tr> </table>	Internet access	Large screen display	Projector & screen	DVD player	Catering required				
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DVD player	Catering required								
Catering Details:	Number of people:								
Food Requirements:									
Time for service: M/Tea	Lunch: A/Tea:								
CONDITIONS OF HIRE									
1. A copy of public liability insurance must be supplied prior to booking occurrence									

2. Hire charges must be paid at least 5 working days prior to the date of hire unless payment on account or payment on the date of hire has been authorised.
3. By signing this form the hirer agrees to be invoiced for fees stated in this agreement.
4. Cancellation of hire
 - a. The hirer agrees to notify Mount Beauty Neighbourhood Centre Inc. in writing of any venue hire cancellation.
 - b. If the notice of cancellation is received less than 5 working days prior to the hire occurrence the hirer is liable to pay a cancellation fee of 50%
 - c. Cancellations without notice will be charged the full hire fee
 - d. A minimum fee of \$50 will be incurred for any heating/cooling device left on.
5. Confirmations of hire will not be made unless payment conditions are met and public liability is received.
6. The hirer shall be liable for all damage or loss and hereby releases and indemnifies the Mount Beauty Neighbourhood Centre and the Committee of Management from and against any loss or injury to, or in respect of:
 - a. The Centre's property
 - b. Hirer's property
 - c. Property of any other persons or corporations whatsoever
 - d. Any person attending
7. Any damage or loss must be reported to Mount Beauty Neighbourhood Centre staff
8. Any person found to be willfully damaging the Centre, it's fixtures, acting in a disorderly manner or causing a nuisance to others including the public, will be referred to the Police
9. The hirer must leave the room in a tidy state
10. All rubbish and decoration must be removed by the Hirer
11. There are fixtures in the Centre for decorating purposes. Staples, tacks, nail, screws, pins, adhesive tape etc. are not permitted to be used on the walls inside or outside the Centre.

VENUE FEES (GST EXCLUSIVE)

Venue	Large Conference	Deck or Small Office	Computer Room	Portable Conference	Training kitchen	Hall
Community rate per hour	\$20.00	\$20.00	\$25.00	\$20.00	\$30.00	\$20.00
Business rate \$40 per hour						
Rate per day *	*\$220.00	*\$120.00	*\$250.00	*\$220.00	*\$400.00	*\$220.00

Corporate Rate: includes Wi-Fi, water & glasses plus self-serve tea, coffee & biscuits.

OTHER EQUIPMENT AND RESOURCE FEES IF APPLICABLE

I hereby agree to take full responsibility for all of the above. I agree, on behalf of the organisation I represent, to fully observe these conditions and any other special conditions which may be imposed.

Signature

Date

OFFICE USE	
Public liability received Exp:	Booking recorded in venue hire system
Payment on account authorised	Invoice generated
Payment received	Payment received
	Initial of receipting staff: