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 Address: 165 Golden Valley Dr, Glossodia 2756  
 ABN: 46 420 019 505

# Room Hire Application and Terms and Conditions

| 1. Details of Hirer                                |                                                                                                                                                                                                                                                                                            |                   |  |                 |  |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--|-----------------|--|
| <b>Name of Hirer</b>                               |                                                                                                                                                                                                                                                                                            |                   |  |                 |  |
| <b>Name of group/organisation (if applicable)</b>  |                                                                                                                                                                                                                                                                                            |                   |  |                 |  |
| <b>Type (please tick)</b>                          | <input type="radio"/> Private Individual<br><input type="radio"/> Business (Profit)<br><input type="radio"/> Not for Profit/Community Group                                                                                                                                                |                   |  |                 |  |
| <b>Frequency</b>                                   | <input type="radio"/> Casual Hire<br><input type="radio"/> Multiple Hires – If room is required more than 12 times per year the hirer is required to carry their own Public Liability Insurance and supply a copy to the Manager before application will be accepted. <b>Confirm this.</b> |                   |  |                 |  |
| <b>Address</b>                                     |                                                                                                                                                                                                                                                                                            |                   |  |                 |  |
|                                                    | <b>Postcode</b>                                                                                                                                                                                                                                                                            |                   |  |                 |  |
| <b>Mobile number</b>                               |                                                                                                                                                                                                                                                                                            |                   |  |                 |  |
| <b>Home number</b>                                 |                                                                                                                                                                                                                                                                                            |                   |  |                 |  |
| <b>Email</b>                                       |                                                                                                                                                                                                                                                                                            |                   |  |                 |  |
| 2. Please answer the following questions           |                                                                                                                                                                                                                                                                                            |                   |  |                 |  |
| <b>Room (Please tick)</b>                          | <input type="radio"/> Mirror Room<br><input type="radio"/> OOSH Room<br><input type="radio"/> Meeting Room                                                                                                                                                                                 |                   |  |                 |  |
| <b>Type of Event/Activity</b>                      |                                                                                                                                                                                                                                                                                            |                   |  |                 |  |
| <b>Expected number of persons attending</b>        |                                                                                                                                                                                                                                                                                            |                   |  |                 |  |
| <b>Required equipment (eg. whiteboard, AV etc)</b> |                                                                                                                                                                                                                                                                                            |                   |  |                 |  |
| <b>Will you require use of the kitchen?</b>        |                                                                                                                                                                                                                                                                                            |                   |  |                 |  |
| <b>Date/s</b>                                      |                                                                                                                                                                                                                                                                                            | <b>Start Time</b> |  | <b>End Time</b> |  |

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| <b>Will alcohol be consumed?</b>                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                              |
| <b><i>Note: If alcohol is to be consumed please ask us for a permit application, which then must be submitted to the local police station.</i></b> |                                                                                                                                                                                                                                                                                                                                                              |
| <b>3. Terms and Conditions of Hire</b>                                                                                                             |                                                                                                                                                                                                                                                                                                                                                              |
| <b>3.1</b>                                                                                                                                         | <b>An application for hire of the hall must be completed by a person 18 years old or above.</b>                                                                                                                                                                                                                                                              |
| <b>3.2</b>                                                                                                                                         | <b>The hirer must read and familiarise themselves with the evacuation plan, exits, and assembly points et cetera before commencing any activities.</b>                                                                                                                                                                                                       |
| <b>3.3</b>                                                                                                                                         | <b>Casual hall hire fees and bond are to be paid in advance and bookings will not be confirmed until received. Longer term hirers will be invoiced at intervals of no longer than three months.</b>                                                                                                                                                          |
| <b>3.4</b>                                                                                                                                         | <b>The Centre has the right to refuse a booking at any time due to non-disclosure or the supply of incorrect information, or when an event is considered as not suitable for Centre use.</b>                                                                                                                                                                 |
| <b>3.5</b>                                                                                                                                         | <b>Fires and fireworks are not permitted on Centre grounds.</b>                                                                                                                                                                                                                                                                                              |
| <b>3.6</b>                                                                                                                                         | <b>Smoke machines and slushies machines are not permitted at the Centre.</b>                                                                                                                                                                                                                                                                                 |
| <b>3.7</b>                                                                                                                                         | <b>All decorations must be fitted in such a way as not to cause any damage to the building or the fittings, and must be removed at the end of the event.</b>                                                                                                                                                                                                 |
| <b>3.8</b>                                                                                                                                         | <b>The hirer is responsible for the conduct of all people attending the event. If, in the opinion of Centre Management, the hirer has not exercised reasonable control over persons attending their event, future booking may be refused.</b>                                                                                                                |
| <b>3.9</b>                                                                                                                                         | <b>The hirer and group members will absolve the Centre Management and staff from any liability in case of accident or illness that members of organisations/groups may incur as a result of his/her/their attendance at the Centre.</b>                                                                                                                      |
| <b>3.10</b>                                                                                                                                        | <b>The hirer cannot leave the facility until all guests have left the premises.</b>                                                                                                                                                                                                                                                                          |
| <b>3.11</b>                                                                                                                                        | <b>The hirer is responsible for returning all items used to the place/s they found them.</b>                                                                                                                                                                                                                                                                 |
| <b>3.12</b>                                                                                                                                        | <b>The hirer must keep to the start and finish times as stated in the application form. Additional charges will be applied if the group does not adhere to the specific times booked.</b>                                                                                                                                                                    |
| <b>3.13</b>                                                                                                                                        | <b>The Centre does not insure any goods or equipment that is brought by the hirer or guests into the facility. The Centre will not compensate any person/group for loss or damage of any goods, or for consequential losses arising from the damage or loss of such goods. Hirers are advised that they should obtain insurance for their own equipment.</b> |
| <b>3.14</b>                                                                                                                                        | <b>As guests may use or open them - even if the individual hirer has not - the hirer must ensure that all lights, fans, air conditioners and cooking appliances et cetera are tuned off, windows are</b>                                                                                                                                                     |

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|      | closed, and all doors are locked prior to setting the alarm and leaving the Centre. If not, a \$50 call out fee will be deducted from the bond.                                                                                                                                                                                                                                             |
| 3.15 | Bookings that are cancelled less than 7 days prior to the booking date will be required to pay a 20% cancellation fee; less than 3 days a 30% cancellation fee; and any less than 2 days a 50% cancellation fee.                                                                                                                                                                            |
| 3.16 | Inappropriate use of fire extinguishers will incur a minimum cost of \$150 per unit.                                                                                                                                                                                                                                                                                                        |
| 3.17 | Under no circumstances are the air-conditioner controls to be adjusted. If controls are tampered with (resulting in a technician having to be called), the cost of this will be deducted from the bond.                                                                                                                                                                                     |
| 3.18 | Smoking is prohibited at the Centre. Guests are asked to smoke outside the building, and not in either the back yard or front playground. If cigarette butts are not placed in the receptacle provided at the main entrance there will be a cleaning fee payable of \$50 from the bond.                                                                                                     |
| 3.19 | If alcohol is to be consumed, the event must be registered with the Police. (Ask us for an application form)                                                                                                                                                                                                                                                                                |
| 3.20 | Should any incident, damage, or personal injury occur the hirer is to provide full details to the Centre Manager within 24 hours, and submit a completed Injury/Damage to Property Report (available at the office) within seven days.                                                                                                                                                      |
| 3.21 | The hirer agrees to be liable for the cost of repairs for any damage to the contents and structure both of and within the grounds of the Centre.                                                                                                                                                                                                                                            |
|      | The kitchen is available for use by hirers, but must be specified at the time of applications so as to avoid double booking with other users. A limited quantity of tea, coffee, milk, cups and glasses will be supplied for meetings/events of below ten people. Any meeting/event held of greater number will not include these items and the hirer will be required to supply their own. |
| 3.22 | Noise should be reduced by 11:00 pm. The Centre is to be fully vacated as quietly as possible by 12:00 am.                                                                                                                                                                                                                                                                                  |
| 3.23 | The Hirer must complete the Inspection Checklist before leaving the Centre after an event. Cleaning items are kept in the the Mirror and OOSH Room storage rooms, and the kitchen. The hirer cannot return the next day to clean. Should, upon inspection by staff, cleaning of the centre is found to be of an unsatisfactory standard a cleaning fee will be deducted from the bond.      |
| 3.24 | A hirer's key will be available in a key box at the front door of community centre. An email will be sent with codes for keys and alarms (as arranged at time of application). All keys must be left in key box.                                                                                                                                                                            |
| 3.25 | If room is required more than 12 times per year the hirer is required to carry their own Public Liability Insurance and supply a copy to the Manager before application will be accepted.                                                                                                                                                                                                   |

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| 3.26                                                                                                                                                                                                                                                                | <b>Special Conditions:</b>                                                                                                                                                                                                                                                        |               |                   |
| <b>Note</b>                                                                                                                                                                                                                                                         | Management feels that if all users follow these terms and conditions then the Centre itself will still be in a good condition for future users to enjoy. We hope you are in agreement with us and that your time at the centre is very enjoyable. Thank you for using the Centre. |               |                   |
| <b>4. Administration</b>                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                   |               |                   |
| <b>Hire Fee (incl. GST)</b>                                                                                                                                                                                                                                         | <b>\$ 26.00 per hour x (min) 4hrs</b>                                                                                                                                                                                                                                             |               |                   |
| <b>Bond</b>                                                                                                                                                                                                                                                         | <b>\$ 200.00</b>                                                                                                                                                                                                                                                                  |               |                   |
| <b>Deposit on Booking</b>                                                                                                                                                                                                                                           | <b>\$ 50.00 (Non Refundable )</b>                                                                                                                                                                                                                                                 |               |                   |
| <b>Bond for 21yrs and Under</b>                                                                                                                                                                                                                                     | <b>\$500.00</b>                                                                                                                                                                                                                                                                   |               |                   |
| <b>Method of Refundable Bond (tick preference)</b>                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                   |               |                   |
| <b>Community Centre Details: Glossodia Community Information and Neighbourhood Centre</b>                                                                                                                                                                           | <b>BSB: 633 000</b><br><br><b>Account Number: 145912150</b>                                                                                                                                                                                                                       |               |                   |
| <b>Name of Your Bank</b><br><b>Commonwealth Bank</b>                                                                                                                                                                                                                | <b>Name on Your Account</b>                                                                                                                                                                                                                                                       | <b>BSB No</b> | <b>Account No</b> |
| <b>5. Agreement</b>                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                   |               |                   |
| <p>I have read and agree to comply with the Terms and Conditions set above. I declare that the information given in this application is true and correct.</p> <p>_____</p> <p style="text-align: center;">(Applicant's name)</p> <p>Signature: _____ Date: ____</p> |                                                                                                                                                                                                                                                                                   |               |                   |

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| <b>6. Please return the completed application to the Manager at:</b>                                                         |                                                                                                       |
| <b>Glossodia Community Information &amp; Neighbourhood Centre Inc.</b><br><b>162 Golden Valley Drive, GLOSSODIA NSW 2756</b> |                                                                                                       |
| <b>7. Contacts</b>                                                                                                           |                                                                                                       |
| <b>The Centre</b>                                                                                                            | <b>Tel:(02) 4576 5542</b><br><b>Email: info@glossodiacc.org.au</b>                                    |
| <b>Management Committee Representative:</b>                                                                                  | <b>Renee Keddle 0423 857 020 or Rae Brown 0415663792</b><br><b>( If any problem when hiring hall)</b> |
| <b>After hours emergency contact: (Hawkesbury Council)</b>                                                                   | <b>(02) 4560 4444</b>                                                                                 |
| <b>Windsor Police</b>                                                                                                        | <b>(02) 4587 4099</b>                                                                                 |