

# Venue Hire Form

Date received	<input type="text"/>
Date Confirmed	<input type="text"/>
Paid	Y / N
Staff	<input type="text"/>

## 1 YOUR DETAILS

Name  Contact number

Address  Postcode

PO BOX number  Email

Are you a Member of Kununurra Neighbourhood House? Yes  No

Are you an incorporated not-for-profit community group? Yes  No

Association Name  Association No.

Are you a registered business? Yes  No

Business Name  ABN number

## 2 HIRE DETAILS

Purpose of hire / name of event  No. of people attending

What rooms do you wish to hire (Please Tick)

Crèche  Meeting Room  Community Room  Lounge Area  Kitchen Area

Frequency of Hire: One off/Casual hire  Regular hire  Hire category   
 (Standard / Private / Community)

Hire dates, days and times *See fees and charges 2023*

Date / Day	Start time	Finish time	Hours	Rate (\$)	Hire fee (\$)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments

## 3 AGREEMENT

I, authorised on behalf of the hirer, confirm the hirer's details are correct, understand, agree to and accept the *Standard Terms and Conditions of Use* (attached) and agree to comply with these fully.

Signature  
(Hirer)

Date

## 4 PAYMENT INFORMATION

### 4.1 FEES CHARGED

	\$ (incl. GST)	Comments
Security Bond (includes key)	\$100.00	
Cleaning Fees - \$55 per session (optional)		
Hire Fees		
Other		
<b>TOTAL</b>		

### 4.2 PAYMENT METHOD

Payment can be made by cash, EFTPOS, Tax Invoice or Electronic Fund Transfer (EFT) to Kununurra Neighbourhood House BSB: 086-787 ACC: 821582319.

Payment Method      Cash       EFTPOS       Tax Invoice       EFT

If you wish to pay via Tax Invoice:

Attention of:

Email:

Phone number:

Comments:

## OFFICE USE ONLY

### SUPPORTING DOCUMENTATION

- Hirer's Public Liability Insurance – copy of Certificate of Currency on-file
- Hirer's COVID-19 Safety Plan – copy on-file, or requirements discussed
- Key Register completed: Key Number & Signature
- Booking recorded in room booking system

### PAYMENT

Receipt Number for Cash:

Tax Invoice Number	Hire Dates	Comments

### BOND RETURN

Method:      Cash       EFTPos Refund       EFT

Bond return date:       Signature if Cash:

Details for Bank Transfer of Bond Return:

Account Name:

BSB:       Account Number:

# Terms & Conditions

## Standard Terms and Conditions of Use

**These standard conditions apply to all hiring of the House premises. If the Hirer is in any doubt as to the meaning of the following, the Coordinator or other relevant person should immediately be consulted.**

The use of Kununurra Neighbourhood Houses Inc.'s premises is permitted by the Management Committee on the understanding that the following rules are adhered to at all times.

If a Hirer contravenes the Conditions of Use, the contract of hire / hire agreement may be cancelled with no notice period and without refunding any fees paid.

1. Once the Hirer has accepted an allocation to use the premises, they are automatically bound by all terms and conditions of usage of the premises.
2. The person signing the application form, on behalf of their organisation, ("the Hirer") is personally responsible for ensuring that all terms and conditions of our Community Use of Facility Policy are adhered to.
3. Kununurra Neighbourhood House Inc. accepts no responsibility for any loss of or damage to any property owned by any person using the premises during the period of the hire. Property shall be brought on to the premises at the sole risk of the owner. No responsibility for safeguarding such items can be taken by Kununurra Neighbourhood House Inc.
4. The Hirer shall organise any necessary insurances to cover all foreseeable risks, and shall provide the details of such insurance to the Coordinator.
5. The Hirer shall indemnify Kununurra Neighbourhood House Inc. against all claims, demands, actions or proceedings in respect of any loss, damage or injury caused by or to any persons which shall occur while such person is in, or upon part of the premises, or arise from any accident, or occurrence which happens while such person is in or upon any part of the premises or in respect of any loss or damage suffered or sustained by any person by reason of use of the premises by the hirer.
6. The Hirer must make sure that all users are aware that they are solely responsible for the security of their personal property, and should put a sign up to this effect. If tickets are issued for any event, this statement should also be printed on the ticket.
7. The Hirer is responsible for informing the Coordinator of any injury or loss sustained by any person on the premises during the period of hire. This information must be presented in writing to the Coordinator within 24 hours of the event. Any further information required by the Coordinator must be made available on request.
8. The Hirer is responsible for ensuring that any necessary licenses or permits are obtained for any event held on the premises, and must submit to the Coordinator copies of all permits that have been applied for or obtained.
9. No alcoholic drinks may be sold without an appropriate license, and this must be shown in advance to the Coordinator.
10. No alcoholic drinks may be consumed or brought onto the premises unless written permission has been received from the Coordinator.
11. The Hirer is responsible for the protection of the premises from damage, for the good behaviour of all associated users, and for ensuring that alcoholic drinks, where permitted, are consumed in moderation when brought onto the premise for a function.
12. The Hirer is responsible for obtaining any necessary licenses for any work in which a copyright subsists performed on the premises during the period of the let.
13. The hirer shall indemnify Kununurra Neighbourhood House Inc. against all costs, claims and demands which may be made against the organisation for any infringement of copyright in relation to the hirer's use of the premises.
14. The Coordinator retains the right of access to all parts of the premises during the period of any letting and the Hirer shall not obstruct or interfere with this right.
15. The Coordinator or any officers authorised by them are responsible for the locking and unlocking of the premises.
16. No alterations or additions to the facilities, electrical installations, heating or lighting settings at the premises may be made without previous consent in writing of the Coordinator. Any such alterations and additions as may be authorised shall be carried out in accordance with the directions and to the satisfaction of the Coordinator and shall be reinstated at the expense of the Hirer to the satisfaction of the Coordinator.

17. Furniture, including chairs, must not be removed from the specified areas for hire for use outside the specified areas hired, unless prior permission has been applied for and granted by the Coordinator.
18. Any movement of furniture required must be undertaken by the Hirer under the direction of Kununurra Neighbourhood House staff. No furniture or apparatus is to be used without prior permission.
19. No advertising may be placed in any area of the premises without the permission of the Coordinator.
20. It is the responsibility of the Hirer to ensure that any premises used in the course of the letting are left in the condition in which they were found and is maintained in a safe condition during the letting.
21. The Hirer is responsible for ensuring that all areas are left clean and tidy as found. This includes all outside areas as well as indoor areas. If this is not found to be the case the Hirer will be charged a penalty sum to cover costs of any repairs or cleaning required.
22. The Hirer will be charged a penalty sum to cover any costs associated with removal of rubbish from the premises in excess of one standard wheelie bin.
23. The authorised Hirer is responsible for those attending the activity and that they, do not cause or permit a nuisance, interfere with the peace, comfort and privacy of any neighbour, and leave the site in a quiet and orderly fashion by the time stated in the hire agreement.
24. Where car parking is required, the Hirer must undertake the proper stewarding and control of the parking area in collaboration with the police where necessary. The Hirer must maintain safe entry and exit from the premises and provide and maintain clear access for emergency vehicles and service vehicles.
25. No confetti or rice is to be thrown on the premises.
26. Kitchen and food standards regulations must be adhered to at all times.
27. All children will be supervised at all times by their carers except where children are attending an organised group or care scheme.
28. The Hirer's signature on the application form confirms his/her agreement of these conditions of booking and all other aspects of Kununurra Neighbourhood House Inc's Community Use of Facility Policy.
29. The Hirer will adhere to all applicable Health and Safety requirements.
30. The hire of any premises does not entitle the Hirer to use or enter the premises at any time other than during the hours for which the premises are hired, unless prior arrangements have been made with the Coordinator.
31. The Hirer shall not sub-let the premises or any part thereof, except with prior approval of the Coordinator, nor shall the premises be used for any purpose other than that purpose declared on the form. If activities are carried out which are not in accordance with the Hire agreement, the activity will be closed down immediately without return of any pre-payment.
32. Kununurra Neighbourhood House Inc. shall not be liable for any loss due to any breakdown of machinery, failure of the supply of electricity, leakage of water, fire, government restriction, or Act of God, which may cause the premises to be temporarily closed.
33. All property of the Hirer and the Hirer's agents must be removed promptly upon the expiration of the period of hiring, or additional fees will be charged for each day or part of a day until the same is removed, except where prior permission from the Coordinator has been obtained.
34. No bolts, nails, tacks, screws, pins, or any other like objects shall be driven into any part of the premises except where specific provisions have been made. No highly flammable materials are to be brought into the premises. No flags, emblems or any other materials shall be displayed at the premises without the previous consent of the Coordinator.
35. No animals shall be brought into the premises except with the prior permission of the Coordinator.
36. No smoking is allowed on the premises, including the grounds and car park areas, except with the agreement of the Coordinator.
37. The Hirer must ensure that the premises, including the grounds and car park, are not used for any illegal purpose during the Hire Agreement.
38. If the Hirer is in breach of these conditions, the Coordinator may at any time cancel any permission granted to use the premises and disallow any further use, immediately. No refund of fees will be paid and no further liability will be accepted.
39. If the terms and conditions of hiring are contravened in any way, the Coordinator reserves the right to cancel any permission for future use and will inform the Hirer in writing.
40. The Coordinator may at any time cancel any permission granted to use the premises and (with the exception of Condition 37) will refund fees but no further liability will be accepted.