Venue Hire Agreement

Please complete both pages of this form, sign and return via;

[info@mountbeauty.org.au](mailto:info@mountbeauty.org.au)

Fax: 03 5754 1662

1 Tennis Court Avenue, Mount Beauty 3699.

Click or print to enter date **:**

|  |  |
| --- | --- |
| hirer Details | |
| **Hirer name:** |  |
| Contact details | |
| **Contact person:** |  |
| **Email:** |  |
| **Phone:** |  |
| **Mobile:** |  |
| **Copy of public liability attached** | **Expiry date:** Click or print: |

|  |  |  |
| --- | --- | --- |
| Hire Occurence | | |
| **Day & date:** Click or print: | | |
| **Start time** |  | |
| **End time** |  | |
| Recurrence | | |
|  | **Recurrence detail** |  |
| Occurrence start | Click or print: |
| Occurrence end | Click or print: |
| Venue Required | | |
|  | | |
| Other Resources 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. **Cancelation of hire**    1. **The hirer agrees to notify Mount Beauty Neighbourhood Centre Inc. in writing of any venue hire cancelation.**    2. **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%**    3. **Cancellations without notice will be charged the full hire fee**    4. **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:** 7. **The Centre’s property** 8. **Hirer’s property** 9. **Property of any other persons or corporations whatsoever** 10. **Any person attending** 11. **Any damage or loss must be reported to Mount Beauty Neighbourhood Centre staff** 12. **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** 13. **The hirer must leave the room in a tidy state** 14. **All rubbish and decoration must be removed by the Hirer** 15. **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 | Small Conference | Computer Room | Portable Conference | Training kitchen | Hall | | **Community Rate rate per hour** | $20.00 | $15.00 | $25.00 | $15.00 | $30.00 | $20.00 | | **Business rate per day \*** | $220.00 | $120.00 | $250.00 | $200.00 | $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** Click or print:

|  |  |
| --- | --- |
| **Office use** |  |
| Exp: Click or print: |  |
|  |  |
|  |  |
|  | Initial of receipting staff: |