



ROOM HIRE AGREEMENT

Between: Quantin Binnah Community Centre
61 Thames Blvd, Werribee

And:

Dated:

This is to confirm the hire of the following room/s at Quantin Binnah Community Centre:

Quantin Binnah Community Centre		
Room:	Day/s	Frequency:
Time:	Start Date:	End Date:
Nature of Activity:		
Additional Information:		
Rate Category:	Rate per hour:	
Total Hours (per booking):		
Hire Fee: \$	(per booking)	Bond: \$

Conditions of Hire

Advertising

- ☐ I agree for my activity and contact details to be promoted through Council and Quantin Binnah publications and websites / notice boards. Completed dates on attached calendar schedule **(mandatory)**
- ☐ I agree that Quantin Binnah Community Centre staff may release contact information to the public to assist with activity enquiries

Attachments/ Required Documents for Room Hire

- ☐ Copy of current public liability insurance of minimum \$20 million **(mandatory)**
- ☐ Certificate of Incorporation
- ☐ Copies of relevant licenses / Accreditation / Working with Children Checks (if applicable)
- ☐ Hirers will notify the Centre in writing when a change in management or responsible person occurs.

Fees, Charges, Payments and Cancellations

- ☐ I acknowledge and agree to pay my room bond in advance (where bond is applicable)
- ☐ I acknowledge and agree to pay my room hire fee in advance
- ☐ I acknowledge that I must provide 48 hours' notice in writing of any cancellation of a confirmed casual booking and 28 days' notice in writing to cancel a permanent booking.
- ☐ Cancellations not adhering to the relevant notice period will be charged hire fees for the bookings within that timeframe. Credits will not be provided for the cancellation of one-off regular activity sessions.
- ☐ Regular Hirers that do not give the required notice period as outlined will incur an additional \$15.00 administration fee.

Conduct and Facility Usage

- ☐ **Lawful Conduct** - The hirer shall ensure that their organisation and all individual users conduct themselves in a lawful manner whilst on site and/or affiliated with either Community Centre. The hirer is only permitted to use the centre for the purposes, stated and approved in their application.
- ☐ **Supervision** - The hirer shall assume full responsibility and ensure that their organisation and all individual users conduct themselves in a lawful manner whilst on site and/or affiliated with either Community Centre.
- ☐ **Access and Noise** – the hirer shall only be entitled to use the of areas of the building as listed on the hire agreement and remain in allocated areas only. Quantin Binnah Community Centre reserves the right to hire out any other portion of the building for any other purpose or purposes at the same time. The hirer assumes full responsibility for the supervision and control of participants during the period of hire. The Hirer agrees to not conduct any activity that interrupts other hirers' use of their hired space, including, but not limited to excessively noisy activities. The QB facilities have gates for the carpark that require opening and closing by hirers.
- ☐ **Keys and Codes** – It is the responsibility of the hirer to collect the key and alarm code. Keys are to be returned the next business day. A lost key or failure to return a key will incur a fee.
- ☐ **Loss or Damage** -As the hirer, you are financially responsible for any loss or damage sustained by the Centre during your hire. The Centre requires a bond to be held against loss or damage including but not limited to the building or equipment. Should damage exceed the bond, you will

be responsible for the cost.

- ☐ **Alcohol & Gambling** - Gambling is strictly prohibited in the building and the grounds of the Centre. Alcohol must not be sold, served, or consumed and is not permitted unless the necessary permits have been obtained by the hirer/user. Arrangements for the provision of alcohol must be approved by the Community Programs Team and only for an occasional activity. Permissions will not be given for activities between the hours 8am and 6.30pm (excluding weekends). At no time is the consumption of alcohol permitted by minors under 18. The provision of alcohol at the Centre may require a liquor license from the Liquor Licensing Commission.
Visit www.consumer.vic.gov.au for further information.
- ☐ **Smoking** - is strictly prohibited in the building and ground of the Centre. All smoking must be further than 10 metres from the entrance of the building.
- ☐ **Security Call Out** - Should the alarm not be activated or deactivated correctly, or if you call regarding other matters, a call out fee of \$100 may be charged to hirer. If the hirer experiences any difficulties with the alarm, the hirer is to contact Wyndham City Council After Hours number (after 6pm) on 1300 023 411.
- ☐ **Furniture, Equipment, Decorations and Fixtures**
 - ☐ All furniture, etc. to be returned to where it originated & stored in accordance with OHS requirements.
 - ☐ All furniture to be left in a clean condition, including tables, chairs & benches.
 - ☐ All windows and doors need to be secured and locked before leaving (internal & external).
 - ☐ Furniture from hallways and foyer area are not to be moved and reallocated.
 - ☐ All appliances are to be turned off, heating, cooling, lights, etc.
 - ☐ No smoke machines, helium balloons, exposed flames/candles, sticky tape on any walls or jumping castles are to be used at the centre.
- ☐ **Cleaning** -
 - ☐ All floors should, swept, vacuumed and washed where necessary and be left in a neat and tidy fashion ready for the next user.
 - ☐ All tables should be wiped and cleaned after each booking.
 - ☐ All rubbish must be removed from the premises and not left in internal bins. Bottles or bags of rubbish must not be left inside or outside the centre and a fee will be applied if any rubbish is left at the centre.
 - ☐ The hirer understands if the items above are not completed, an additional cleaning fee of \$100 will be invoiced.
- ☐ **Health and Safety** -
 - ☐ All hirers must supply their own first aid kit and manage any health safety issues or events as they occur for group/activity.

Declaration:

I (Name of applicant) on behalf of the agreement, agree that all details included in this agreement are correct and I, the hirer, also accept and agree to all the above conditions. I also understand that failure to comply with any part of the *Conditions of Room Use* may result in the loss of Bond, additional fees being charged to recover costs where the hirer is deemed responsible or that my bookings will be cancelled.

Signed:

Date:/...../.....

Please sign and scan this document and return to admin@qbcc.org.au within 7 business days. Your booking will not be processed without the centre receiving this document and payment in advance.

CDS Officer Name	CDS Officer Signature	Date

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