

**FACILITY HIRE FORM JULY 2017 TO JUNE 2018**

Date: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Brief Description of Service to be offered out of Sudbury Community House

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Room Required: (Please tick as appropriate)

Meeting Room 1  Meeting Room 2  Meeting Room 3   
Training Room  Sunshine Room  Kitchen

How often would you like to use the facility? (Please tick if/as appropriate)

Weekly  Fortnightly  Monthly  Casual

Date/s to be hired: \_\_\_\_\_

Required Times: (Please state hours eg 2.00pm to 4.00pm) \_\_\_\_\_

Will the booking continue over the school holidays? (Please tick if/as appropriate)

Yes  No

Do you require the use of the following? (Please tick if/as appropriate)

- Projector (**Please ask Administration for guest password to use Internet/WIFI – this will incur extra cost and also note users will be liable for repair/replacement of equipment if damaged**)
- Crèche staff (Please contact Administration for booking 9344 8011)
- Kitchen Facilities (**Please note this will incur extra cost**)

## **FACILITIES FOR HIRE**

User groups must align with the philosophies and ideologies of Sudbury Community House and be a Member

**Please note a \$200 cash deposit bond is required for all after hours/weekend bookings. This deposit is fully refundable on the next business working day following the event, if the user group has followed the conditions of use\*.**

### **Meeting Room 1 - \$19.00 per hour (inc GST)**

Approximately 18 adults seated. Includes high speed wireless internet, overhead projector, white board, trestle tables, stackable chairs, heating/ air conditioning. Usage of the kitchenette/coffee room is included.

### **Meeting Room 2 - \$25.50 per hour (inc GST)**

Approximately 15 adults seated. Suitable for use by children's groups. Includes toys and equipment with a partially covered outdoor area. Room has heating/air conditioning. Can include trestle tables and stackable chairs upon request.

### **Meeting Room 3 - \$19.00 per hour (inc GST)**

Approximately 12 adults seated. Includes toys and equipment. Room has heating/air conditioning. Can include trestle tables and stackable chairs upon request.

### **Training Room - \$25.50 per hour (inc GST)**

Approximately 25 adults seated. Predominantly suitable for medium to large sized groups. Includes wall mounted whiteboard, trestle tables, stackable chairs, heating/air conditioning. External entrance available.

### **Sunshine Room - \$28.00 per hour (inc GST)**

Approximately 8 adults seated. Perfect for consultations. Room has heating/air conditioning.

### **Kitchen Facilities - \$35.00 per hour (inc GST)**

Usage of oven for re-heating purposes, all appliances, cutlery plates cups etc inc heating/air conditioning.

### **Outdoor Large Play Area - \$45.00 per hour (inc GST)**

Usage of undercover play area with ample space for parties, kindy/playgroups inc usage of play equipment and alfresco areas.

**Please phone Administration on 08 9344 8011 for further information and bookings. Minimum of 48 hours' notice required for booking cancellations. Hire charges may be subject to change.**

### **CONDITIONS OF USE\***

- ❖ All user groups are to set up/remove equipment as needed (including, chairs, tables, etc).
- ❖ All lights, air conditioning and other electrical items must be switched off when leaving and all external doors must be locked (if applicable – evening and weekend bookings only). Please note a fee will be charged if this condition is not adhered to.
- ❖ Ensure that all garbage bins are emptied into the council bins outside Sudbury Community House upon your departure.
- ❖ Ensure that the carpet has been vacuumed and the kitchenette area is clean and tidy.
- ❖ Ensure both toilets are clean and tidy before you leave.
- ❖ All breakages to be reported to administration immediately.
- ❖ Should an emergency occur please follow these guidelines as outlined:  
Blackout- meetings are to be cancelled as this poses a safety risk.  
It is the user groups responsibility to ensure all participants and users are aware of the Health and Safety Policies and procedures and the evacuation plan. Please contact Administration with any enquiries.
- ❖ Any maintenance, health and safety issues, or payment concerns must be reported to Administration as soon as possible.
- ❖ It is imperative that the centre be left in the state that it was upon your arrival - clean and tidy. If staff are required to clean or return the centre to its original condition a fee of \$50.00 per hour will be charged, with a minimum of \$50.00 being charged.
- ❖ Booked hours must be adhered to. Security are aware of times of user groups and if staff are contacted by security a fee will apply.
- ❖ No alcohol or smoking is permitted on premises.
- ❖ All organisations using Sudbury Community House must adhere strictly to the philosophy, sun protection policy and our guiding children's behaviour policy.
- ❖ Under no circumstances is the hirer to use the facility for any purpose other than the approved usage.
- ❖ Children accompanying adults to the centre must be supervised by adults at all times.
- ❖ If user groups wish to use the storage facility all items must be clearly labelled. Leaving items in storage (extra cost) is at the risk of the user

group and Sudbury Community House takes no responsibility for loss and/or damage.

#### **Bookings**

- ❖ Submission of the official application/ booking form does not guarantee that the booking will be approved.

#### **Cancellations**

- ❖ CANCELLATIONS OF BOOKINGS BY HIRERS 1. Cancellation of confirmed bookings must be submitted in WRITING to the Centre as soon as practicable. The Centre will calculate the cancellation charge based on the following schedule of receipt: a) more than 10 working days notice – 10% of the total hire fee (excluding bond) is payable b) less than 10 working days notice – 50% of the total hire fee (excluding bond) is payable c) less than 5 working days notice and permanent bookings (3 months and over) – 100% of the total hire fee (excluding bond) is payable 2. If the hire fee has been fully paid when the Centre receives written cancellation advice, the Centre will use the above schedule 5.1. to determine if a refund is required to the Hirer. 3. Where the hire fee has not been paid at the time that the Centre receives written cancellation, the Centre will advise the Hirer of the required payment calculated according to 5.1.a), b) or c). 4. Centre Management reserves discretion in applying cancellation fees to not for profit or community groups.

#### **Fees & Charges**

- ❖ All single use bookings will require full payment upfront before booking can be accepted and processed. Ongoing user groups will be invoiced monthly - or as otherwise discussed (outstanding fees may result in the cancellation of your booking).
- ❖ All times booked will be paid for. The facility can only be accessed within the times confirmed on the facility hire form.
- ❖ For changes to the booking or cancellation, please notify [admin@sudburyhouse.org.au](mailto:admin@sudburyhouse.org.au) in writing with a minimum of 48 hours' notice or user group will be required to make full payment as per booking form.
- ❖ Users of the projector and equipment in Meeting Room 1 will be liable for repair/replacement costs if equipment is found damaged.

#### **Restrictions**

- ❖ To comply with health regulation, the kitchen facilities can be used for re-heating purposes but it can also be used for cooking for private functions. Please refer to the Food Handling & Hygiene practice information displayed in the kitchen.

#### **Sudbury Community House Responsibilities**

- ❖ Sudbury Community House will take every reasonable care and precaution to ensure that all utilities, services and equipment are in proper working order, but will not accept responsibilities for breakdowns beyond their control.
- ❖ Sudbury Community House will not accept liability for any damage, theft or loss of items belonging to or the responsibility of the Hirer.

#### **Hirers Responsibilities**

- ❖ The hirer is responsible for organising their own Personal Accident Insurance, Loss Insurance and other relevant insurance policies.
- ❖ Upon request by Centre Management, the hirer must produce a certificate of Currency to demonstrate that they have adequate public liability cover.
- ❖ Hirers are responsible for any public liability in respect to their activity. (Sudbury Community House's public liability will only cover injury, loss or damage as a result of any proven neglect or default of the Centre).
- ❖ Hirers are responsible for the insurance of their equipment or supplies, which are stored or left at Sudbury Community House.
- ❖ Hirers must show respect and common courtesy to other user groups within Sudbury Community House or persons in the nearby premises.
- ❖ The Hirer is responsible for the behaviour of all the persons attending the said function or activity.
- ❖ In the event of an emergency evacuation, the function organiser must account for all his/her guests and report to the Emergency Responding Officer (**Michelle 0418 477 657**).

***I have read, understood and agree to the above outlined conditions - Please sign and date***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

As a valued member of our Community we would like to keep you up-dated with events that take place at Sudbury Community House. Your email address will be placed on our mailing list.

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#### **ADMIN USE ONLY**

Entered into booking system: \_\_\_\_\_

Confirmation email sent: \_\_\_\_\_