

FACILITY HIRE FORM – FUNCTION/ PARTY HIRE

Date

Contact Name

Contact Number

Email

Address

Purpose of Function

Date to be hired

Required times To and From

FACILITY FOR HIRE

Hirer must align with the philosophies and ideologies of Sudbury Community House to be considered

Meeting Room 2 - \$90.00 for 3 hours (inc GST) to be paid 7 days before function

Room hire includes toys and equipment with use of the outside playground and kitchen facilities. Room has heating / air conditioning.

\$200 deposit is required for all function bookings. **Please note this deposit is fully refundable on the next business working day following the function if the centre is found clean and in working condition.**

Please phone Administration on 08 9344 8011 for further information and bookings. **Hire charges may be subject to change.**

CONDITIONS OF USE

- ❖ 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)
- ❖ 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 - function/party to be cancelled as this poses a safety risk.
It is the hirers responsibility to ensure all participants 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 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.

Bookings

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

Fees & Charges

- ❖ 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 (or 9344 8011 between 8.30am to 3.30pm) with a minimum of **48 hours notice** or the hirer will be required to make full payment as per booking form.

Restrictions

- ❖ To comply with health regulation, the kitchen facilities can only be used for re-heating purposes.

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.
- ❖ 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.

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