

FACILITY HIRE FORM JULY 2019 TO JUNE 2020

Today's 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 **\$27.00 per hour** Meeting Room 2 **\$22.00 per hour** Meeting Room 3 **\$27.00 per hour**Training Room **\$22.00 per hour** Sunshine Room **\$28.00 per hour** Kitchen **\$35.00 per hour**

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

Weekly Fortnightly Monthly Once off **Date/s to be hired:** _____**Required Times:** (Please state hours e.g. 2.00pm to 4.00pm) _____

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 of \$35 per hour**)

FACILITIES FOR HIRE

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

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 - \$27.00 per hour (inc GST)

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

Meeting Room 2 - \$22.00 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 - \$27.00 per hour (inc GST)

Approximately 12 adults seated. **10 Computers with Internet Access and paid printing access.** Room has heating/air conditioning. Can include trestle tables and stackable chairs upon request.

Training Room - \$22.00 per hour (inc GST)

Approximately 25 adults seated. Predominantly suitable for medium to large sized groups. Can include trestle tables and stackable chairs upon request. Heating/air conditioning. External entrance available.

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

Approximately 8 adults seated. Perfect for consultations. Room has access to 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. Hire charges and conditions of use may be subject to change.

*** CONDITIONS OF USE**

- ❖ Under no circumstances is the hirer to use the facility for any purpose other than the approved usage.
- ❖ Booked hours must be adhered to. Security are aware of times of user groups. **If staff are contacted by security a fee will apply.**
- ❖ All organisations using Sudbury Community House must adhere strictly to the philosophy, sun protection policy and our guiding children's behaviour policy.
- ❖ No alcohol or smoking is permitted on premises.
- ❖ Children accompanying adults to the centre must be supervised by adults at all times.
- ❖ 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.
- ❖ All user groups are to set up/remove equipment as needed (including chairs, tables, etc). **Fee will be charged if this condition is not adhered to.**
- ❖ All lights, air conditioning and other electrical items must be switched off when leaving. After hours and weekend bookings need to ensure all external doors are locked. **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, carpets are 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.
- ❖ 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.
- ❖ 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.

Cancellations

❖ CANCELLATIONS OF BOOKINGS BY HIRERS:

1. Cancellation of confirmed single use bookings must be submitted in WRITING to the Centre as soon as practicable. A minimum of **48 hours' notice** must be provided, or full fees are payable.
2. Ongoing user groups without a memorandum of understanding and those choosing the option to book and pay in advance must submitting in WRITING to the Centre as soon as practicable with a minimum of **1 MONTH'S notice**, or fees are payable.
3. Centre Management reserves discretion in applying cancellation fees to not for profit or community groups.
4. Users with Memorandum of Understanding refer to their contract.

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 booking or cancellation, please notify admin@sudburyhouse.org.au in writing referring to cancellations section points 1 & 2.
- ❖ 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 cooking and re-heating purposes 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 occurring after hours, 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 updated with events that take place at Sudbury Community House. Your email address will be placed on our mailing list.

ADMIN USE ONLY

Entered into booking system: _____

Confirmation email sent: _____