



# 2021 Room Hire Application

*(Please print clearly)*

<b>Name of Applicant</b>	
<b>Organisation</b> (if applicable)	
<b>Organisation ABN</b>	
<b>Applicant Address</b>	
<b>Telephone</b>	
<b>Secondary contact number</b>	
<b>Email Address</b>	

**Room(s) Required** (discount may apply if multiple rooms booked on the same date/time)

<input type="checkbox"/> <b>Community Room</b> (Grigg Room) with kitchen <input type="checkbox"/> <b>Kelso Room</b> (back, left room) with kitchenette, bathroom <input type="checkbox"/> <b>Long Room</b> (back, right room) with kitchenette <input type="checkbox"/> <b>Meeting Room</b>
Brief description of activity including estimated number of people who will attend

**Booking Schedule**

<b>Indicate required day(s) of the week, tick ✓ all that apply?</b>	
<input type="checkbox"/> Mon	<input type="checkbox"/> Tues
<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs
<input type="checkbox"/> Fri	<input type="checkbox"/> Sat
<input type="checkbox"/> Sun	
<b>Dates required</b> (please list, or just start/end if hiring for the whole term):	
Start date: _____	End date: _____
<b>Do you require School Holidays?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Do you require Public Holidays?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Arrival Time</b> Include set up time	
<b>Departure Time</b> Allow pack up time	
<b>Total Hours Required</b> Including set up and clean up	



### Room Hire Fees

(prices are for one room only. A discount may apply for multiple rooms booked at the same time)

<b>Entity Status:</b>	<input type="checkbox"/> <b>Community / NFP / Charity</b>	<input type="checkbox"/> <b>Corporate / For Profit</b>
<b>One Hour Booking</b>	<b>\$22</b>	<b>\$35</b>
<b>Two Hour Booking</b>	<b>\$39</b>	<b>\$65</b>
<b>Half Day</b> (4 hours or less)	<b>\$50</b>	<b>\$95</b>
<b>Full Day</b> (4 hours or more)	<b>\$80</b>	<b>\$135</b>
<b>Birthday Parties</b>	<b>\$120</b>	

**Insurance – Please tick one option only**

We are a business or an incorporated association and have enclosed a copy of our Certificate of Currency for Public Liability Insurance

We are a business or an incorporated association and require Public Liability Insurance and agree to Clota Cottage adding \$20 to our invoice

We are a community hirer and are covered by Clota Cottage’s casual hirer policy

**Payment Information**

- Payment may be made by cash, cheque, EFTPOS, or Credit Card (Visa or Mastercard)
- Term bookings may require a deposit in advance to secure the booking
- Payment is to be made in full in advance at the start of each term, unless otherwise agreed

I acknowledge that I have received, read, and understand the Room Hire Terms and Conditions, including the General Policies of hire and use. I agree to comply with all aspects of the conditions upon acceptance of this application. I also understand that completion of this application is subject to approval which will be provided in writing from Clota Cottage Neighbourhood House.

Signed .....

Dated .....

### Office Use

Approved  Yes  No

Confirmation to Room Hirer:		Room Booked/Confirmed:	
Rate:	Insurance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Invoice Total:	
Security/Access Provided: Date:	Payment Method:	Payment Date:	
Comments:		Signed: .....	



# 2021 Room Hire Terms and Conditions

## 2021 Room Hire Rates

Room Hire rates for 2021 will be reviewed before the end of 2020.

Currently bookings for 2021 may be made at 2020 rates, provided payment is made in full before the commencement of the booking or before 1 February 2021, whichever is sooner.

## Public Liability Insurance

If the Hirer is a business or an incorporated organisation, then a copy of the Certificate of Currency for Public Liability is required. Clota Cottage will charge \$20 for any business or incorporated organisation that does not provide a Certificate of Currency for Public Liability sighted. If any claim is made under Clota Cottage Neighbourhood House insurance policies, hirers will be charged the excess of \$250.

Please attach a copy of your Certificate of Currency from your Public Liability Insurance with this application.

## Inclusions

Some basic equipment is available (please wash/put away after use)

- Small amount of miscellaneous crockery, cutlery and coffee mugs and plastic platters
- Dishwashing liquid
- Small number of baking trays and pans
- Use of TV, DVD equipment in rooms
- Brooms, dust pans and brush, mop, bucket and floor cleaning liquid, vacuum.

## Exclusions

Additional cleaning costs are not included in Room Hire Rates. An additional fee may be applicable if the venue is left in an unacceptable state of cleanliness requiring additional cleaning or rubbish removal.

## First Aid

Room Hirers should provide their own First Aid Kit.

## Heating and Air Conditioning

The House has heating and air conditioning split systems throughout. Instructions and remote controls are affixed to the walls. All heating and cooling must be turned off prior to departure.

## Decorations

Decorations may be allowed in the House on a case-by-case basis. Written approval should be sought. Any decorations must be adhered and removed to ensure no damage is done to walls, doors, windows, or other fixtures. We recommend using Blu Tack for putting up decorations. All decorations and Blu Tack must be removed at the end of the event.



## Building Access

There are 2 key safes located on the premises.

1. The first key safe is located at the front door of the entrance of the House
2. The second key safe is located at the back entrance of the House

You will be provided with the code to access the House, one week prior to your booking.

If the key is lost or stolen there will be a charge incurred of \$200 or at the discretion of the Clota Cottage Neighbourhood House Management.

## Other Information

- Please respect other users of the Centre and our neighbours particularly in relation to noise.
- Music must be kept at a reasonable volume with consideration of our neighbours. Music must finish before 10:30 pm on Fridays and Saturdays and 10:00 pm from Sundays to Thursdays.
- Clota Cottage Neighbourhood House does not provide barbeque facilities
- Neither Jumping castles nor animal farms are permitted within the Centre grounds

## Before leaving the Neighbourhood House

- Please vacate the premises promptly at the end of your hire time. A post-hire check will be conducted after your booking.
- Hirers must ensure all rooms used are clean and tidy. This includes sweeping and mopping floors where required/appropriate, wiping surfaces, returning chairs and tables to their original location, and leaving the room in a tidy manner.
- Remove all decorations and take rubbish home or dispose in garbage bins.
- Turn off kitchen equipment, lights, heater/ air-conditioner.
- Lock and secure all external doors

## Statement of Commitment to Child Safety

All venue hirers of Clota Cottage Neighbourhood House are required to observe child safe principles and use appropriate behaviour towards and in the company of children while participating in activities that include children at Clota Cottage Neighbourhood House or while using the services of Clota Cottage Neighbourhood House as set out in Clota Cottage Neighbourhood House Child Safe Code of Conduct. The Clota Cottage Neighbourhood House Child Safe Code of Conduct is downloadable from our website on the Policies Page.



# General Policies

All hire is subject to the discretion of the Clota Cottage Neighbourhood House Management. Hirers are required to adhere to Clota Cottage Neighbourhood House venue hire Terms and Conditions. The Clota Cottage Neighbourhood House Management Committee grants the Hirer a non-exclusive licence to use the facility (including furniture & fittings, for their usual purpose) in accordance with the terms of the agreement and for the period of hire that has been booked. The Clota Cottage Neighbourhood House Committee reserves the right to cancel a booking with at least 2 weeks' notice.

The Clota Cottage Neighbourhood House Management Committee reserves the right to review hire fees at any time and apply the new rate will apply to new bookings. This is usually done at the start of each calendar year.

## Cancellation

Where cancellation is received by the Booking Officer less than 14 days prior to the hire date, a cancellation fee of up to \$50 may apply. Where cancellation is received by the Booking Officer less than 7 days prior to the hire date, a cancellation fee equal to the full Hire Fee will apply. All cancellations or requests to change the bookings must be made in writing, by mail or email, to the Booking Officer.

## Damage to building, equipment of any item at the venue

The Hirer must ensure that the floors, walls, windows, or any parts of the Venue are not broken or pierced in any way by any nail, screw, or any other means. No audio, electrical or TV installation, decorations, posters, advertisements, flags, shields, emblems, or any other item shall be attached erected, fixed, hung, or displayed in or on the Venue, unless approval is given in the Confirmation Letter. The Hirer is responsible for any damage to the building or any internal part of it caused by any such items. The Hirer is responsible for any damage to the Venue, including the area surrounding the Venue, fences, fittings, furniture, curtains, equipment, and other property at the Venue, that occurs during the hire period or as a result of, or in connection with, the Hirer's hire of the Venue. Report any breakage or incidents to the House Manager.

## Theft/Loss/Damage

The Hirer releases, to the fullest extent possible at law, the House from any liability for any loss of, damage to or theft of any property or equipment owned by the Hirer or any third party at the Venue.

## No Smoking Policy

Smoking is not permitted within the building or grounds. The Hirer must ensure that all visitors understand this policy.