

Name of Organisation/Group		
Postal Address		
Contact Person(s)	1.	2.
Phone Number	1.	2.
Email Address	1.	2.

Person Taking Key/Phone No.		Date Taken	
Key Number		Date Returned	

Room	<input type="checkbox"/> Kerferd Room <input type="checkbox"/> Consulting Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Coffee Hub <input type="checkbox"/> Courtyard Room <input type="checkbox"/> Computer Room <input type="checkbox"/> Cubby		
Hire Duration	<input type="checkbox"/> Hour(s): _____ <input type="checkbox"/> Half Day <input type="checkbox"/> Full Day		
Number of Participants			
Equipment Required	Tables <input type="checkbox"/> Number: _____ Chairs <input type="checkbox"/> Number: _____ Kitchen Facilities <input type="checkbox"/> Tea/Coffee <input type="checkbox"/> Portable Screen <input type="checkbox"/> Microphone & Amplifier <input type="checkbox"/> Data Projector <input type="checkbox"/> Portable Whiteboard <input type="checkbox"/> Other: _____		
The Community House is equipped with a fully functional kitchen subject to availability. Tea and Coffee is available at a cost of \$2.00 (GST included) per head.			

Public Liability Insurance – Certificate of Currency has been presented, copied and attached to this form.		
Copied and attached – Date		Expiry Date

Amount per Hire (GST included)  \$	Payment Arrangements	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Eftpos		
		<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Yearly		
		<input type="checkbox"/> Other: _____		
		<input type="checkbox"/> Invoice required <input type="checkbox"/> Ordinary Receipt		

Date and Time required or refer attached for ongoing dates	
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Notes	
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## ROOM HIRE RATES, TERMS AND CONDITIONS – 2020

(All prices are inclusive of GST)

	<b>Support Group No Funds</b>	<b>Community Groups</b>	<b>Commercial Users</b>
Kitchen	Per Hour \$5.00	Per Hour \$11.00	Per Hour \$13.00
Kerferd Room			
Courtyard Room	Half Day \$16.00	Half Day \$28.00	Half Day \$44.00
Cubby			
Consulting Room	Full Day \$33.00	Full Day \$55.00	Full Day \$82.00
Computer Room	If your group requires exclusive use of the computer a fee of \$33.00 per hour will apply.		

- All room hire includes the use of our equipment such as microphone and amplifier, projector screen, data projector, pin and white boards, tables and chairs.
- Times for half day bookings are as follows: 9:00am – 1:00pm, 1:00pm – 5:00pm

### **INSURANCE**

All users, if not a part of the Tatura Community House Program, must provide a copy of their organisation's Certificate of Currency of their public liability insurance policy.

### **FOOD HANDLING**

Hirers are responsible for their own food safety procedures and storage which are required to meet Government Health Regulations.

### **CATERING**

Tatura Community House can supply tea/coffee/milk at a cost of \$2.00 per head. We are happy to arrange catering for your group, please contact the Manager to discuss. The Community House is equipped with a fully functional kitchen - subject to availability.

### **EQUIPMENT HIRE (OFFSITE)**

Microphone & Amplifier \$30.00, Gazebos, each \$30.00  
 A bond of \$30 is payable for each piece of equipment at time of hire.  
 We also hire out chairs (POA).

### **ROOM CONDITION**

Rooms and facilities must be left clean and tidy after use. Any damage or breakages must be reported to the Manager. Hirers are liable for the replacement or repair cost of any damage or breakages. Hirers are liable for cleaning costs if rooms or equipment require extra cleaning or maintenance due to hirer's activities.

### **CANCELLATION CHARGES**

- |   |                          |
|---|--------------------------|
| a) Cancellation- Same day or non-attendance               | Full fee will be charged |
| b) Cancellation- Short notice – day prior                 | \$11.00                  |
| c) Cancellation- Adequate notice – two days prior or more | No charge                |

Date and Signature of Hiring Group Representative:

Date and Signature of Tatura Community House Manager:

