

Facility Hire Agreement

Thank you for making a booking with the Katikati Community Centre

Please fill out the section below and return this form to the community centre.

Name of group: _____	Today's Date: _____
Contact Person: _____	
Contact Address: _____	
Contact Phone: _____	Mobile: _____
Contact E-Mail: _____	

Day	Start Date	End Date	Purpose	Start Time	Finish Time	Number Attending	Room	# Hours
Please Invoice			Y / N	Purchase Order No.				

Please note that all groups paying on the day must be paid in one individual payment on arrival. Your group's representative is to collect the money off the group members before arrival and make one payment at reception.

Special Requirements:

I _____ consent to the collection of the details above by Katikati Community Centre, for the purpose of administration and programming. I acknowledge my right to have access to this information. This consent is given in accordance with the Privacy Act 1993. Furthermore I declare that the information here is true and correct. I agree to abide by the Centre's terms & conditions of hire as listed on the back of this agreement. I acknowledge that failure to follow these conditions will result in the cancellation of my booking without refund.

Signed: _____ (on behalf of the hirer)

Date: / /

PLEASE NOTE: Your booking is only confirmed once payment is received or a letter of conformation has been received. Until this time we cannot guarantee your hire.

1. Would you like to be added to our mailing list? Y / N
2. Are you interested in receiving information on becoming a supporter of the Katikati Community Centre? Y / N

Office Use Only

Booking Taken By:		Date entered on Skedda:	
Confirmed By:		Date conformation sent:	
Hire charge:	Standard	Community	Total:
	\$	\$	
Cash/Eftpos/Chq payment received:	Y / N	Processed by:	

Terms & Conditions of Hire

General

- All groups must have a nominated point of contact, who is responsible for the group (and the premises, if hired after hours) for the duration of the booking.
- All groups must comply with the centres health & safety policies at all times
- All equipment utilised during the period of hire must be returned to the correct position at the end of the hire period.
- All groups paying on the day must be paid in one individual payment.
- Requests for changes in group size or time must be made at least 7 days in advance.
- Refunds will be processed with at least 7 days' notice. A 10% processing fee will be deducted.
- Payment's not received by the due date maybe referred to a debt collection agency. The hirer will be liable for all associated fees and any other costs associated with debt collection.
- Food may be brought for your rental.
- All centre rules are in effect throughout the rental.
- Please bring a copy of this rental agreement with you when you come to the centre.
- Reservations will be accepted on a first come, first served basis.
- Centre personnel reserve the right to determine unacceptable behaviour of individual(s) while on the premises, with this right being to cancel reservations or request an offender to leave. **NO REFUND WILL BE GIVEN.**
- After use, and before vacating the premises, the lessee must clean, remove food and personal items and place all trash in provided bins.
- The centre must be given 7 days' notice of cancellation. Written notice must follow oral notification. Should the notice of cancellation be less than 7 days prior to the date of reservation or should the group fail to occupy the premises at the specified time, all fees paid to Katikati Community Centre will be forfeited as liquidated damages.
- Every effort will be made by the centre to avoid cancelling any confirmed reservation. However, in the event of an emergency, beyond the control of the centre, a confirmed reservation may be cancelled. Should an event be cancelled for this reason, it will be rescheduled at a convenient time for the group and the centre. If rescheduling cannot be done, a full refund will be given.
- Lessee, as additional consideration, shall covenant, promise and agree to hold the centre fully harmless and indemnify it against any and all suits, damages, claims, causes or actions which may arise out of use of the above described property.
- The hirer is liable for all damages that occur to the property and centre equipment as a result of the hiring groups actions.
- The manager or their nominee will have right of entry at all times.
- Acquiring any necessary licenses or certificates will be the responsibility of the hirer.
- The manager at their discretion may refuse any application of hire, waiver specific conditions, or cancel any booking without assigning any reason.

Events

- A 25% deposit must be paid to secure your booking. This should be paid on completion of the booking application form unless a separate agreement has been made with the centre manager.
- The balance of the hire charge and bond must be paid in full 7 days prior to the hire date, or as agreed with management.
- If a bond is paid; this will be refunded in full within 10 working days following the date of hire, if the following criteria are met:
 - No damage to property or equipment.
 - All areas left in a clean and tidy state.
 - Security conditions are met.

Security

- All hirers making bookings outside of business hours will be responsible for the security of the building.
- Hirers shall enter on the times and only those areas within the centre stated on the hire application form. If a hirer causes alarm activation, that hirer will be charged an additional \$100 to cover security guard callouts.
- Any charges incurred due to activation of fire alarms will be paid by the hirer, if the activation is found to be a false activation.

Cleaning and Maintenance

- No smoking in the facility.
- Centre staff regularly do general cleaning; however, it is the responsibility of the hirer to ensure that the venue is left as you found it. Any additional cleaning cost that we incur will be passed on to the hirer.
- Any damage to the building or the assets of the facility will result in the replacement or repair of the damaged property at the hirers cost.

I agree to abide by the Centre's terms & conditions of hire as listed above.

I acknowledge that failure to follow these conditions will result in the cancellation of my booking without refund.

Signed: (on behalf of the hirer) _____ Date: / /