

## ROOM HIRE AND KEY AGREEMENT

Organisation/Name: \_\_\_\_\_

Is your organisation not for profit? Yes No

Incorporation date and number (if applicable) \_\_\_\_\_

ABN number (if applicable) \_\_\_\_\_

Is your organisation/group registered for GST? Yes No

Street Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contact Name & Position: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Period of Agreement (if applicable): \_\_\_\_\_

Please attach a copy of current Public Liability Certificate

Does your organisation receive funding? Yes No

Details if Yes \_\_\_\_\_

Date of booking(s): \_\_\_\_\_

For hire of (specify which rooms/areas within the Riverview Neighbourhood House the Hirer requires access to): \_\_\_\_\_

Does the Hirer require the use of the kitchen facilities? Yes No

Activity to be undertaken (i.e. fundraising, event, meeting) \_\_\_\_\_

Is any payment received from participants for the program provided? Yes No

The above named agrees to:

- Abide by, and adhere to, the Conditions of Use of Hire
- All equipment must stay within the Community centre unless consent from the Management Committee is obtained
- Any breakages/damage must be reported and repaired at the Hirers expense
- If event is accompanied by children a Positive Blue Card is required

### **General Charges**

The Management Committee acknowledges the diversity and needs of various groups, business's non-profit organisations and government funded services. Therefore, the charges will be variable and reflect these needs in accordance with the ability to pay. Riverview Neighbourhood House reserves the right to review these terms at its discretion. The following is to be taken as a guide.

- Hirers will be required to pay an hourly rate of \$50 per hour (negotiable)

There will be no pro-rata rates

I acknowledge that I have read and understand the '**Conditions of Use of Hire**' of the Riverview Neighbourhood House Ass Inc. a copy of which has been supplied to me, and I agree to be bound by them. I agree to indemnify and keep indemnified, Riverview Neighbourhood House from and against all actions, claims and demands of every kind resulting from any personal injury, loss or damaged to any property occurring during the course of the subject event and I acknowledge that Riverview Neighbourhood House shall be under no responsibility or liability for any personal injury or damage to any property occurring during the course of or as a consequence of the hiring.

I acknowledge that if any of the Riverview Neighbourhood House (Community Centre) procedures are breached it will jeopardise my/our access to RCC facilities in the future and/or the termination of my/our agreement with the RCC.

### **DECLARATION:**

*I \_\_\_\_\_ (Name) as the Authorised Representative of \_\_\_\_\_ (Organisation) have read the Room Hire and Key Agreement as follows and agree to all the terms and conditions of hire as described in the Conditions of Use of Hire, and to pay all fees as quoted.*

**SIGNEE is responsible for CONDITIONS OF USE OF HIRE and provides Guarantee as required in this agreement**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Riverview Neighbourhood House**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Key and Cleaning Bond**  
**We ask all hirers to pay a \$50.00 bond for Key Hire**  
**and \$100.00 Cleaning bond**

This is to advise that I \_\_\_\_\_

Acting on behalf of \_\_\_\_\_

Have today (inset date) \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_ received a copy of the key to the  
Riverview Community Centre for the purpose of:

\_\_\_\_\_

I agree to pay a \$50.00 bond for the key; this deposit will be refunded in full after the key is returned to the Riverview Neighbourhood House.

The \$50.00 cleaning bond is refundable if the facility after inspection is found to be in the condition it was before hiring. In cases were the facility is found to be not in the same condition as before hired, this bond will not be refunded.

This key will be returned to Riverview Neighbourhood House on

Date: \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_

\_\_\_\_\_  
(Signature of Hirer) \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_

\_\_\_\_\_  
(Signature Riverview Neighbourhood House) \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_

**OFFICE USE**

Public Liability Insurance Number: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Key Number: \_\_\_\_\_

User Number: \_\_\_\_\_

Pin: \_\_\_\_\_

## Key Return

This is to advise that the abovementioned key has been returned to Riverview Neighbourhood House (RCC).

\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ /20  
(Signature of hirer)

\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ /20  
(Signature Riverview Neighbourhood House)

## Bond Return

This is to advise that the bond has been returned to the above mentioned as the facility has been left in the same condition as it was found.

I \_\_\_\_\_

Have received our Bond back on this date \_\_\_\_ / \_\_\_\_ /20

\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ /20  
(Signature Riverview Neighbourhood House)

\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ /20  
(Signature of hirer)