

CASUAL HIRE AGREEMENT

PALMERSTON COMMUNITY CENTRE

1. As the person nominated as the Hirer in the Schedule of Hire Details (the Schedule), being over the age of 18 years, I wish to hire a room(s) in the Palmerston Community Centre (the Premises) from the Gungahlin Regional Community Service Inc. (GRCS) in accordance with the details contained in the Schedule.

Further, I agree:

2. To pay in advance to GRCS the Rent and the refundable security/key bond (the Bond) specified in the Schedule and I further understand that failure to pay these amounts will result in cancellation of this Casual Hire Agreement (Agreement) and that failure to use the Premises on the agreed day does not entitle me to a refund of Rent.

3. That the Premises will not be used for any purpose other than that specified in the Schedule.

4. To leave the Premises in the same condition and repair as at the beginning of the hiring period, including general cleaning of the Premises and toilets.

5. That if the Premises are not left in the same condition, I agree to pay GRCS the full cost of restoring the Premises to a suitable condition, and that if the Premises require further cleaning, the Bond or part thereof will be forfeited, at the rate of \$50.00 per hour.

6. All chairs and tables taken out of the storage room must be returned. Ensure the trolley supplied is used to move them. All fire exits are to be accessible at all times.

7. That during the time I am using the Premises I will be responsible for and will be invoiced for any repairs resulting from:

- a) any damage incurred to the structure of the Premises or to property in or at the premises (including outdoor areas and structures);
- b) any burns, spills or other damage to furniture, fittings or floor coverings;
- c) theft, loss or removal of any furniture, fittings or floor coverings.

If there is any existing damage that I do not wish to be held responsible for, I shall inform GRCS prior to use (a message can be left on 6228 9200)

8. To keep noise to acceptable levels in compliance with ACT noise pollution regulations.

9. To indemnify the GRCS against any liability or responsibility for damages incurred to any equipment or property of mine or my guests or for any injury caused by my negligence. I agree that the GRCS shall not be held responsible for any property of mine, or of any other person, placed at or left at the Premises.

10. That GRCS shall not be held responsible for any failure of lighting or heating at the Premises. However, if such failure is reported it will be attended to as soon as possible.

11. To be responsible for the conduct of any persons using the Premises under, or as a result of this Agreement and that any person conducting him/herself contrary to law or any of the conditions of this Agreement, during the hiring period, may be expelled from the Premises by any officer of law or contracted security staff.

12. To be responsible for the conduct of minors while using the Premises under, including the consumption of alcohol by minors. I further agree to ensure that a responsible person over the age of 21 years will be on the Premises at all times while minors are present.

13. To notify GRCS in advance, if the particulars of the contact persons for the function change.

14. To abide by the rules and regulations of the Premises, including maintaining the entire Premises and outdoor areas as a smoke-free zone.

15. If the booking for the Premises is for a night function, that the Premises will be cleaned by 8.00am the next morning.

16. That the bond will only be refunded once the Premises have been inspected and found clean and without damage.

17. That the bond will only be refunded once the completed checklist is returned.

18. All Bookings, Bond Refunds and Payments are to be made strictly on weekdays between 10am – 3pm only.



Gungahlin Regional Community Service Inc.
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Schedule of Hire Details

Note: Please ensure that the time you book includes the total time you need for your function, plus time to clean up afterwards – there may be other bookings immediately before or after your function.

Date _____ Day _____

Start Time _____ End Time _____

Total Hours _____ Total Rent \$ _____

Function Room / **Meeting Room** (circle)

Purpose of hire _____

Hirer

Name: _____

Organisation (if applic) _____

Address: _____

Email: _____

Phone: _____ Mobile: _____

GRCS Use Only

Method of Payment: _____

Hire Amount Paid: _____

Bond Amount Paid: **\$600 (CASH ONLY)**

Key No(s): _____

GRCS Signature: _____

Date: _____

Return of Keys & Refund of Bond:

Checklist Returned: **YES / NO**

Bond Returned: **YES / NO**

IF NO, Reason why _____

Hirer Signature: _____

Date Bond Refunded: _____

GRCS Signature: _____