

## REGULAR HIRE AGREEMENT

### GUNGALHIN COMMUNITY RESOURCE CENTRE OR NGUNNAWAL NEIGHBOURHOOD 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 either the Gungahlin Community Resource Centre or Ngunnawal Neighbourhood 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 GRCS the Rent and the refundable key bond and I further understand that failure to pay these amounts will result in cancellation of the Regular Hire Agreement (Agreement) and that failure to use the Premises on the agreed day (**unless 2 weeks notice is given**) 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. A current copy of your public liability certificate of currency of at five million must be provided.

5. 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 the toilets.

6. 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.

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 us (a message can be left on 6228 9200).**

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

9. All chairs and tables taken out of the storage room must be returned. Ensure the trolley supplied is used to move them.

10. All fire exits are to be accessible at all times.

11. To indemnify 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 GRCS shall not be held responsible for any property of mine, or of any other person, placed at or left at the Premises.

12. 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.

13. 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.

14. To be responsible for the conduct of minors while using the Premises under or as a result of this Agreement, 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.

15. To notify GRCS in advance if the particulars of the contact persons for the session change.

16. All rubbish is to be removed from the Premises. The entire Premises is a smoke-free zone, any cigarette butts are to be removed.

17. Upon exiting the Premises ensure all doors and windows are locked and all lights are turned off.

18. Ensure the time allocated/booked does not go over into the next booking as there may be other bookings immediately before or after your session. Any extra time not booked in advance will be added to the rent.

19. Complete the Checklist on each occasion premises is used.

20. All bookings, refunds, payments are to be made strictly between 10am – 3pm weekdays only.



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### GUNGAHLIN COMMUNITY RESOURCE CENTRE & NGUNNAWAL NEIGHBOURHOOD CENTRE

#### Schedule of Hire Details

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

Purpose of hire \_\_\_\_\_

Date/s \_\_\_\_\_

Day/s \_\_\_\_\_

School Term only **YES / NO**

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

To be Invoiced: **YES / NO**

**FUNCTION ROOM / MEETING ROOM**

#### **HIRER DETAILS:**

Contact Person \_\_\_\_\_

Organisation \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

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

#### **GRCS Use Only**

Key / Locker No(s) \_\_\_\_\_

Bond Amount Paid \_\_\_\_\_

Receipt number \_\_\_\_\_

Public Liability Certificate Received **YES / NO**

#### **On Cancellation of Hire agreement:**

Date Key Returned \_\_\_\_\_

Key Bond Refunded **YES / NO**

Hirer Signature \_\_\_\_\_

Date \_\_\_\_\_

Account paid in Full \_\_\_\_\_