



## VENUE HIRE BOOKING FORM

Date required:            /            / 201

Time room required from: \_\_\_\_\_ to: \_\_\_\_\_

Function start time: \_\_\_\_\_ am/pm Function end time: \_\_\_\_\_ am/pm

Type of function: \_\_\_\_\_

### Venue Hire Information

(For billing purposes for business events, please advise who the invoice should be addressed to)

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

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

Host of event/meeting: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

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

Is this the first time you have been involved at the House?    Yes             No

No. of adult participants: \_\_\_\_\_ No. of children participants: \_\_\_\_\_

### WEEKENDS AND PUBLIC HOLIDAYS

#### BLOCK BOOKINGS ONLY

- \$200.00 - Security Bond\*\*
- \$75.00 - 9.00am to 12.00 noon- 3 Hours (Front Meeting Room/Large Function room with use of kitchen, & toilet facilities)
- \$150.00 -12.00pm to 6.00pm – 6 Hours (Large Function room with use of kitchen, outdoor undercover playground & toilet facilities)
- \$200.00 - 6.00pm to midnight – 6 Hours (Large Function Room with undercover outdoor area & toilet facilities)

### WEEKDAYS - DAY AND EVENING

#### CASUAL AND LONG TERM BOOKINGS

- \$10 per hour **House Members/Low income**
- \$15.00 per hour **Not for Profit groups**
- \$20.00 per hour **Business/Government**
- \$50.00 refundable key deposit for hire outside of the centre's normal operating hours.

#### ***Or as negotiated***

**\*Casual and Long-Term bookings will be based on the agreement of terms and conditions and contract provided and signed. Users are responsible for leaving the house in the condition it was provided and will be liable for any damage, injury or unlawful conduct that may occur within the premises.**



## VENUE HIRE BOOKING FORM

### ADVERTISING (Only for Business Events)

Would you like your event listed on the GNH website or Facebook Page? Yes  No

If yes, please provide text for the advertisement (max 25 words): \_\_\_\_\_

### PAYMENT DETAILS

TOTAL HIRE COST: \$ \_\_\_\_\_ Less Deposit received \$ \_\_\_\_\_

Your booking will be considered tentative until this booking form, along with a \$10.00 deposit, or full payment, is received. We accept payment by Eftpos, Cash or bank deposit. **PLEASE NOTE CANCELLATION FEES APPLY**

EFTPOS/Direct Deposit to GNH for \$ \_\_\_\_\_  Cash for \$ \_\_\_\_\_

#### GNH DETAILS FOR Bank Deposits

Bank: Bendigo Bank

BSB: 633-000

ACCT Number: 134565969

ACCT Name: Goonawarra Neighbourhood House Inc.

Please reference with: ' Hire Date and Your Name/ Organisation Name/ Invoice Number'

### BOOKING AUTHORISATION AND AGREEMENT

I have read and agree to the Terms and Conditions I was provided

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

**\*\*A refundable security bond of \$200.00 will be based on the agreement of terms and conditions and contract provided and signed. Users are responsible for leaving the house in the condition it was provided and will be liable for any damage, injury or unlawful conduct that may occur within the premises.**

House Check Conducted Yes/No Worker's Name \_\_\_\_\_ Date: \_\_\_\_\_

Bond Returned Yes/No Return Bond Money Recipient's Name \_\_\_\_\_

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

Reason if Bond is not returned \_\_\_\_\_

House Hiree's Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



## TERMS AND CONDITIONS FOR VENUE/ROOM HIRE

### Private & Public Function Hire Terms and Conditions

Function Hire Procedure:

1. A Function Hire application form for booking the House facilities must be completed and signed by a selected representative. This form acknowledges acceptance of the 'Terms and Conditions of Hire.'
2. Bookings should be made as early as possible and are subject to availability.
3. Bookings may not be confirmed immediately. You will be advised as soon as possible.
4. Payment for bookings is to be made in advance for private hire, or in the case of business or community organisations, prior to each meeting or, if requested, by invoice.

### Conditions of Hire

#### Charges for Weekend and Public Holiday - Day and Evening

**\$75.00 morning** rate 9.00am to 12.00 noon- 3 Hours (Large Function room with use of kitchen, outdoor undercover and playground areas and toilet facilities))

**\$150.00 daytime** rate 12.00pm to 6.00pm – 6 Hours (Large Function room with use of kitchen, outdoor undercover and playground areas and toilet facilities)

**\$200.00 evening** rate 6.00pm to midnight – 6 Hours (Large Function Room with undercover outdoor area & toilet facilities)

#### Charges for Room Hire on Weekdays - Day and Evening

Meeting rooms and other facilities are available for hire within the House. (Bookings are dependent on application & availability).

- Meeting Room 1 –Front of House; Room seats up to 15 people
- Large Meeting Room 2 – Back of House; Room seats up to 50 people with chairs and limited trestle tables.

There is access to the kitchen including a fridge, microwave, cooking & tea/coffee making facilities, heating and cooling. The undercover outdoor area and children's playground may or may not be available depending on the scheduled house activities. (Children must be supervised at all times)

#### Charges for Weekday Day and Evening:

- House Members/Low income **\$10 per hour.**
- Not for Profit groups **\$15.00 per hour.**
- Business/Government **\$20.00 per hour**
- Or as negotiated
- Prices quoted are GST inclusive.



## TERMS AND CONDITIONS FOR HOUSE/ROOM HIRE

Bookings made for week day use of meeting rooms if available are as follows:

- A \$10.00 deposit is required to reserve the date
- A \$50.00 refundable key deposit must be paid prior to renting the premises outside of the centre's normal operating hours.
- The hire charge is subject to change by the Management Committee to cover House overheads.
- Insurance - All users who are running a business-like activity and drawing an income from that activity must have an ABN and be covered by their own Public Liability insurance.
- Property and personal belongings are the responsibility of the hirer and the House management cannot be held responsible for any damage or loss. We strongly advise that you do not leave property unattended.

### **Cancellation:**

If you need to cancel your booking, you must notify the House staff at least 7 days prior to the booked date, so that another group may use the facility.

If you fail to give 7 days-notice of a cancellation you will be charged the quoted fee for the hire.

### **Children:**

Children must be supervised at all times, especially when using Centre equipment. Only toys and equipment openly displayed in the Occasional Childcare area are available for use during facility hire.

### **Cleaning:**

- The areas you hire must be left as you found them, for the next group.
- Indoor and outdoor rubbish is to be removed including any packaging, food scraps and empty rubbish bins and replace furniture.
- Floors are to be swept and moped, benches cleaned and wiped down and bathroom and toilet facilities to be checked and cleaned.
- All GNH crockery and cutlery used must be washed, dried, and stacked back using the washing facilities available in the kitchen itself.
- If the Hirer fails to fulfil these cleaning conditions, GNH will organise for cleaning and removal of any waste matter and the Hirer will be liable for any costs involved. Cleaning responsibilities apply to spaces hired and common areas used.
- Failure to clean hired areas as requested will result in the **security deposit being withheld.**



## TERMS AND CONDITIONS FOR VENUE/ROOM HIRE

### Conduct:

- It is important that all groups and individuals are aware that we all have a responsibility to each other and should behave harmoniously and in a responsible manner at all times whilst within Goonawarra Neighbourhood House.
- It is expected that all property will be treated with the utmost respect and courtesy.
- Nothing is to be attached to the walls or any surfaces, under any circumstances.
- **Strictly** no smoking, Goonawarra Neighbourhood House does not permit any smoking within 10 metres of the premises. No drugs are permitted on the premises. No sale of tobacco products or tobacco related products are permitted
- Hirers are welcome to organise their own caterers however ensuring that caterer' equipment is packed up and collected within the time frame of your booking and they provide a copy of their public liability.
- **Strictly** no teenage or 21st parties.

### Alcohol

If alcohol is present during the function, the Hirer shall ensure that its staff, contractors and participants comply with all liquor licensing laws, including the avoidance of drunkenness or inappropriate behaviour and especially prevent consumption of alcohol for any persons under the age of 18 years. The sale of alcohol on the premises of GNH is not permitted without the appropriate Liquor License first having been obtained by the Hirer. GNH requires a copy of the Liquor License if alcohol is to be sold at least 14 days prior to the event. It is the Hirer's responsibility to obtain this. For more information on the Liquor License, please visit [www.liquor.vic.gov.au](http://www.liquor.vic.gov.au)

### Damages:

- Please report **ALL** damages, faulty equipment or any problems to the House Manager as soon as possible.
- The hirer will be charged for **ANY** damages incurred to the facility or its equipment.
- Limit of Hire:
- The hirer is only entitled to use the part of the facility that they have requested and agreed to by signing the Hire Application form.
- The hirer is responsible for any damages caused through the use of their own equipment on the premises.
- The Hirer must not sub-let to any other group.



## TERMS AND CONDITIONS FOR VENUE/ROOM HIRE

### Responsibility

The Hirer is responsible for the event and the safety of their guests. The Hirer is also responsible for workers' compensation or similar workers and for all insurance coverage on goods and services brought to, sold, displayed or provided at the GNH. Overcrowding and spilling into commonly used areas will not be tolerated.

### Hire Allocated Date and Times

The room will only be available during the agreed upon times as indicated below as per the Room Hire Application form. Any alterations to these times require prior approval.

### Security:

- On receipt of key you will be given verbal instruction and walked through the security procedures by House staff member.
- The hirer is responsible to make sure all internal and external doors and windows are locked and to secure the building upon vacating (if outside of normal operating hours).
- All lights, hot water unit, heating and cooling appliances must be turned off, blinds drawn and keys promptly returned as arranged and agreed to.

Thank you for booking the Goonawarra Neighbourhood House. We trust you will enjoy using our facility.

**Goonawarra Neighbourhood House Management.**



## **IMPORTANT NOTICE**

### **PLEASE READ**



### **Summertime Policy**

Due to the extreme conditions experienced in January and February 2009, the Committee of Management of Goonawarra Neighbourhood House has decided to adopt the following policy.

#### **Weather**

- In extreme heat there are often power failures. In this case, all house users will be required to leave the premises.  
All OCC families will be contacted and asked to pick up their children.

#### **Fires**

- Should the Sunbury area be the subject of a Bushfire alert, all families will be asked to leave the Neighbourhood House which will then close until such time as all risk to the Sunbury area ceases.
- Should the Neighbourhood House receive notice of closure from any of the Government Departments, it will act accordingly.

**WE APOLOGISE FOR ANY INCONVENIENCE THIS MAY CAUSE HOWEVER SAFETY OF YOUR CHILDREN IS OUR FOREMOST CONCERN.**