



ORGANISATION NAME: _____

PROFIT NON-PROFIT

ADDRESS: _____

CONTACT NAME: _____

PHONE: _____ EMAIL: _____

DETAILS OF FUNCTION (E.G. MEETING, CLASS): _____

ROOM REQUIRED (please tick) \$16:00 per hour (plus GST)

- Meeting Room Training Room Portable Class Room
 Small Portable Office Waiting Room

DAY & DATE/S ROOM REQUIRED: _____

TIME/S ROOM REQUIRED: _____

NUMBER OF PEOPLE ANTICIPATED: _____

EQUIPMENT REQUIRED (please tick)

- TV / DVD player (\$3:00) Data Projector (\$3:00) Whiteboard (No Charge)
 Computers (\$3:00 per computer) Tea/Coffee facilities (\$5:00 per session)

OTHER: _____

ACCESS ARRANGEMENTS:

If you are using the Centre after hours, you will be given the security code for the key lock box. Please contact the Centre on the working day prior to the room hire if you have not received the code.

NAME OF PERSON TO BE GIVEN THE KEY CODE: _____

MOBILE PHONE NUMBER FOR TEXTING KEY CODE: _____

HIRE FEE: \$ _____ (per hour) TOTAL: _____

For multi-date bookings, invoices will be sent in advance. Terms are strictly 14 days from date of invoice and prices are GST inclusive.

For one-off room hire, payment prior to the room use is required to secure the booking.

I/we agree to be responsible for the care of the room/s including kitchen/s and toilet/s hired by me/us from the Kyneton Community & Learning Centre and agree to ensure the good condition of these facilities by the due date. I/we agree to repair or replace any/all damage to any/all facilities hired by me/us.

SIGNATURE: _____ On behalf of the Hirer DATE _____

SIGNATURE: _____ On behalf of KCLC DATE _____

FACILITIES & EQUIPMENT HIRE TERMS & CONDITIONS

- Any reference to the Kyneton Community & Learning Centre Inc. within this agreement shall be a reference to KCLC.
- Rental rate and payment:** Rooms of the Centre will be hired out at a rate of: \$16 per hour (plus GST). The hire fee must be paid in advance each term before the term commences. Please contact the Administration Coordinator to arrange payment.
- Keys:** For out of hours use, a key can be arranged. The Centre Staff will provide details.
- Cleaning:** The rooms are hired on the understanding that the hirer is responsible for leaving facilities in the same clean and reasonable condition as at the commencement of the hiring period.
- Security and Safety:** All windows and doors must be locked before vacating the premises. All lights must be turned off along with any electrical equipment which has been used. Gas stoves are to be double checked that they have not been left on. Hirers are required to read the '**Emergency Evacuation Procedures**' posted in each room of the building and implement these procedures in the event of an emergency.
- Heating and Cooling:** These appliances may be used and must be turned off before vacating the premises.
- Equipment Available:** A white board is available for use. Whiteboard markers only must be used. Please clean after use. The fridge is available for use. It is advisable to take goods with you as other groups use the premises. An urn/kettle is available; please ensure it is turned off after use. Tea and Coffee will only be supplied with prior agreement, for a small charge/donation; otherwise each group is to supply their own. If there is a need for other equipment to be used eg: photocopier, phone/fax, computer, T.V/video recorder, etc. these must be organised with the office staff prior to use. Chairs and tables may be rearranged to suit the needs of the group. All staff and users should notify the office staff when they notice any maintenance required on any equipment, furnishings or fixtures.
- Equipment hire or loan:** Equipment will be made available for hire at the discretion of the Co-ordinator. A deposit may be required for items of equipment as specified on the hire agreement. Equipment available for hire includes: Overhead projector, data projector, laptop computer, video recorder, small whiteboard, portable CD player, digital camera, fold up tables. Equipment that is in use consistently by KC&LC users or staff will not be hired or loaned out. Equipment hire or loan log book is maintained by the Centre office staff. 'The Equipment Hiring Agreement' form is to be completed. Equipment hire fees are to be determined at the start of the new financial year.
- Smoking:** For the health and safety of all users and staff of the KC&LC, smoking is strictly prohibited within the confines of the buildings and the Child Care play areas. There are receptacles available outside in the designated smoking area for cigarette butts.
- Damage to property:** Deliberate damage to the property of the Centre by any person or group member using the premises will be paid in full by the person or group responsible for the hire of the building or equipment. The KC&LC has public liability cover, however independent organisations are advised to have their own insurance coverage.
- Cancellation policy:** Should you no longer require the room please ensure you advise the centre at least 3 business days prior to the scheduled booking and you will not be charged for the room hire. Notice less than 3 business days will result in you being charged the full room hire rate.

OFFICE USE ONLY:

Room booking request approved?: Yes No Date: _____

Entered into Calendar?: Yes No Date: _____

Invoice Amount: \$ _____ Date Invoice Requested: _____

Date Invoice Paid: _____

Document Name: Facilities & Equipment Hire Agreement Form	Version: 1.0	Issue Date: May 1, 2015
Approved: Mary Hogarth	Review Date: May 2016	Page: 2