

<u>Organisation/Group Contact Details</u>		
Name of organisation/Group		
Contact person		
Contact number		
Email		
Address for correspondence		
Type of organisation	<input type="checkbox"/> Profit Making (Business) <input type="checkbox"/> Not for Profit (Community) <input type="checkbox"/> Private Individual/Group	<input type="checkbox"/> Receives Income/External Funding <input type="checkbox"/> Receives NO Income/External Funding
Previously used BCC	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<u>Accounts & Financial Contact Details</u>	
Contact person	
Contact number	
Email	

<u>Room Hire Details</u>			
Type of Booking	<input type="checkbox"/> One off <input type="checkbox"/> Regular <input type="checkbox"/> Casual/irregular	<input type="checkbox"/> Including school holidays <input type="checkbox"/> Excluding school holidays	
Dates/Days/Times required			
Name of room			
Activities undertaken			
Furniture/resources required from BCC	<input type="checkbox"/> Tables <input type="checkbox"/> Fans	<input type="checkbox"/> Chairs <input type="checkbox"/> Heaters	Other
Name & contact No. of responsible attending adult			
Name & contact No. of designated First Aider			
Public Liability Insurer			
Provided Certificate of Currency	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

<u>Agreement</u>	
<p>As the hirer, I hereby agree that the above information is correct and I have read and understood and agree to abide by the Conditions of Venue Hire. I also agree to indemnify NICCI, its staff and volunteers and Board Members from and against any claim arising from any accident, loss, damage or injury to persons or property by reason of anything done to or omitted to be done by the hirer, its employees and any persons under its control or responsibility on connection with the usage of NICCI's facilities.</p>	
Signature:	Date:.....

Office Use Only

Application In

Application taken by			Date	
Bond taken	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$	Rec No.
Alarm Code Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Code:	
Date keys Collected			Signed	
Deposit Taken	<input type="checkbox"/> Yes	<input type="checkbox"/> No		Rec No.

Application Out

Date Keys Returned			Signed	
Deposit returned	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$	Receipt No.
Bond Returned	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$	Receipt No.

Key Details

Key Number (AH number)	Key I.D Number (small number r/h corner)

The attached 'Conditions of Use' form part of this application.

1. Schedule of rates and fees

Item	Profit Making/Business Casual Bookings (min 2 hrs)	Not for Profit/Private Individuals/Groups <u>With Funding or income</u>	Not for Profit/Private Individuals/Groups <u>NO Funding or income</u>
Upstairs Lounge (UL)	<u>\$ 30 P/Hour</u>	<u>\$ 15 P/Hour</u>	Gold Coin Donation per person of group per booking
Upstairs Hall (UH)	<u>\$ 30 P/Hour</u>	<u>\$ 15 P/Hour</u>	
Downstairs Hall (DH)	<u>\$ 35 P/Hour</u>	<u>\$ 20 P/Hour</u>	
Counselling Room (CR)	<u>\$ 30 P/Hour</u>	<u>\$ 15 P/Hour</u>	
Bond (if required)	\$200.00		
Key Deposit	\$25.00 Per KABA Key \$10.00 All other keys/per key		
Cleaning Fee	As per contractor's fees (\$100 minimum)		
Items for Hire (negotiated when signing agreement)			
Item 1			
Item 2			
Item 3			
Item 4			

2. Hire Application

- a) Approval of the application is at the discretion of NICCI's Centre Manager.
- b) The Hirer will only use Bulli Community Centre (The Centre) for the purpose and activities outlined and approved in the Temporary Centre Hire Application Form.
- c) The hire may be cancelled at any time if determined necessary by NICCI.
- d) The Hirer shall not sublet the premises to any other organization/individual.
- e) The Hirer must have their own Public Liability insurance cover, and provide a copy of the Certificate of Currency to NICCI before the hire commences.

3. Key Collection and Return

- a) Keys can be collected during office hours on the last working day before the hire.
- b) Keys must be returned by 10am on the first working day subsequent to the hire.
- c) Keys must not be duplicated for any reason whatsoever. Lost keys must be reported immediately to the Centre Manager and replacement costs taken from the Key Deposit.

4. Using the Centre

- a) The Hirer shall not sell any products, conduct sports, games or races, use amusement devices, erect any structures or ignite any fireworks without prior approval.

- b) Smoking is not permitted within four meters of the Centre's premises. It is the responsibility of the Hirer to ensure this condition is strictly enforced. Any cigarette butts in the surrounds of the building are to be collected and placed in the garbage bins provided.
- c) Under no circumstances is the sale or provision of alcohol to persons under the age of 18 permitted.
- d) Any noise generating equipment such as stereos or microphones are not to exceed the existing background noise level, when measured at the boundary of the nearest property, by more than 5dB(A). Other noise, particularly departure noise, is to be kept to a minimum so as not to inconvenience surrounding residents.
- e) Blu-tac, drawing pins, or sticky tape must not be used to affix decorations or signs. Cost of removal may be deducted from the bond.
- f) The Centre will make a charge to the Hirer, occasioned by the Hirer's use, for any damage to the Centre, its fixtures and fittings requiring repair or reparation other than that which would otherwise be attributed to fair wear and tear.
- g) The Centre must be vacated by 12 midnights should the letting period include late evening.
- h) Whereas NICCI will endeavor to provide storage space for equipment that the Hirer may wish to use, NICCI and the Hirer recognize that this may not always be possible. In the interests of safety and WHS legislation, any equipment which is not securely housed must be removed by the Hirer at the end of the hire session.

5. At the conclusion of the hire

- a) The Centre shall be vacated by the time stated in the Temporary Centre Hire Application Form or additional hire will be charged.
- b) The Hirer shall leave the Centre in a clean and tidy state with all furniture and other resources returned to their original positions.
- c) The Hirer shall remove any rubbish.
- d) The Hirer is responsible for any breakages, theft or damage to the facility or equipment. Any damage must be immediately reported to the Centre Manager who will calculate the cost of the damage and include the amount in the Hire invoice or deduct it from the bond.
- e) The Hirer shall ensure that all electrical appliances including lights, fans, heaters and cooking appliances are turned off and the alarm turned on when leaving the Centre.
- f) The Hirer shall ensure that the air conditioning is switched off after use; failure to do so will result in a penalty of \$50 per night being charged.
- g) The Hirer shall pay a penalty of \$105 (or the cost of a call out fee if that should be greater) if the Hirer fails to alarm any alarmed areas on vacating the premises.
- h) The Hirer shall ensure that all doors are locked after use, including both front and rear doors of the building as well as the outside toilets. The Hirer indemnifies the Centre against any actions, costs, liabilities or damages arising from the failure of the Hirer to perform these obligations.

6. Bond Refund

- a) The bond if any will be refunded once the Centre has been inspected and found satisfactory.
- b) Costs will be removed from the bond in the case of any damage or where the Centre is not left in a satisfactory condition.
- c) A 20% fee will be deducted from the bond if the hire is cancelled within seven days before the hire date.

7. Health and Safety

- a) The Hirer shall use its best endeavors to ensure that the Centre is used in such a fashion as not to cause harm to any participant in the Hirer's activities, other occupants of the Centre, the integrity of the Centre or the Centre's environs.
- b) The Hirer shall make itself aware of the emergency evacuation procedures and be responsible for members of their group, ensuring safe evacuation in case of an emergency. Any out of hours groups or permanent residents using the Centre shall have their own emergency evacuation procedures in place and be responsible for members of their group or staff, whichever the case may be.
- c) All out of hours' occupants of the Centre, groups or permanent residents, are responsible for the security of the building, which includes ensuring both front and back doors are closed during their stay, this includes times when Centre office is closed during office hours.
- d) The Hirer shall appoint its own Deputy Warden to ensure that its obligations under paragraphs a) and b) above are met. The Hirer shall inform the Centre Manager of this appointment. The Centre Manager shall instruct the Deputy Warden in the evacuation, procedures.
- e) The Deputy Warden so appointed shall meet with the Centre Manager annually to review the procedures which the Hirer has put in place and to update the Deputy Warden on changes in procedures to be put into effect as a result of any legal or other mandatory requirements.
- f) The Centre shall keep a register of all Deputy Wardens appointed.
- g) It is the Deputy Warden's duty to ensure that a record is kept of attendees at the Hirer Group's activity.
- h) The Hirer and the Deputy Warden so appointed shall ensure that all substances of whatsoever nature brought into The Centre, and are not used exclusively by the person bringing them in, are recorded on the attached Hazardous Substances and Dangerous Goods Register. The Centre recognizes that most substances in use are, on the balance of probabilities, not classified as hazardous but, for the avoidance of doubt, all should be entered on the Register.
- i) The Hirer should ensure that no member of the Hirer's group brings in substances that may be harmful to any member of the group or to the Centre.

Date: _____

SIGNED on behalf of the Hirer: _____ Print Name: _____

SIGNED on behalf of NICCI: _____ Print Name: _____