

880 Bayview Road

PO Box 1469

KARRATHA WA 6714

Phone: (08) 91441740

Email: admin@karrathafamilycentre.com.au

ABN: 64 048 877 483

**APPLICATION FOR ROOM HIRE**

(Please read carefully & complete)

Name (Group)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Room Hire Required (Also see rates below)**

🞏 Activity Room 1 🞏 Meeting Room

Date/s required:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time required (including extra hour for set up and pack up) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ROOM HIRE RATES**

Activity Room 1 $35.00/hr

Meeting Room $20.00/hr

A $50.00 refundable bond is required. (An additional $5.00 refundable key deposit fee will be charged for each additional key issued). General Room hire is 1 week in advance for continuous booking.

**Public Liability Insurance must also be sighted, as Karratha Family Centre DOES NOT cover public liability for any of the User Groups hiring rooms at the centre**

**CONDITIONS OF HIRE**

(Please read this section carefully)

**Payment of a $50 bond is required to cover any damage to the building or equipment during the term of hiring or any additional costs incurred by the Karratha Family Centre due to the hirer not abiding by the following Conditions of Hire. The balance, if any, shall be refunded by the Hirer. The Hirer is liable for payment of any damage in excess of the bond deposited.**

The following points listed are to be enforced:

1. The Hirer shall ensure that any persons in or about the building **shall not**;

 a. Behave in a disorderly or offensive manner

 b. Use any indecent language

 c. Be in an intoxicated condition

 d. Cause a nuisance or annoyance to any other user groups at the Karratha Family Centre, or any persons in nearby premises.

 e. Smoke in any area of the building or activity areas within the fence line.

2. The Hirer is responsible to ensure that no persons shall;

 a. Deface or damage the building, or any equipment belonging to the Karratha Family Centre or any other user group.

 b. Place any screws or nails in any part of the building without the consent of the Management Committee.

 c. Serve or sell alcohol in or about the building

3. The Hirer at the end of the session/function shall;

 a. Mop floors and vacuum carpets – (note vacuum cleaner in the cupboard outside the adult toilet, buckets and mops are in the adult toilet).

 b. Leave the building in a clean and tidy condition

 c. remove all rubbish and place in the rubbish bins located near the front entrance

 d. Turn off all lights, with the exception of the security lights, on leaving the building.

 e. Ensure all air-conditioning and electrical appliances are turned off

 f. Ensure no food or drink is to be consumed on rug/s

 g. Lock all doors

 h. Return the keys to the office as soon as possible, and collect the $50 key bond

 i. Report any damage or defacement to the office or the Management Committee as soon as possible.

5. If the air conditioner is left on, an additional charge will be made to cover the cost.

6. Any User Group/Hirer who contravenes the above guidelines will have the matter brought before the Management Committee. The Management Committee reserves the right to cancel further use the Karratha Family Centre.

Should the Hirer feel they will be unable to leave the premises as found, a cleaner will be arranged at an additional charge to the Hirer.

I hereby agree to the terms and conditions of the Karratha Family Centre and understand that the Karratha Family Centre does not provide and insurance (including Public Liability and Theft) for room hire. Please refer to your broker for further details.

Signed by Applicant (Hirer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Karratha Family Centre \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office use only

Bond paid Y / N Amount $\_\_\_\_\_\_\_\_\_\_\_\_\_ Receipt # \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bond refunded Y / N Amount $\_\_\_\_\_\_\_\_\_\_\_\_\_

Key/s issued Y / N Entered into key register Y / N

Key/s returned Y / N Signed off in key register Y / N