

APPLICATION FOR VENUE HIRE – COMMUNITY WORKSHOPS

Hirer's Full Name _____

Company / Group Name _____

Address: _____

Phone: _____

Email: _____

Drivers License Number: _____ Working with Children Card _____

Venue Hire Required:

☐ Activity Room & Play Yard \$60.00/hr *(Note: Discount offered for Not-for-profit Organisations)*

Note: Workshops for Full Days Hire (available weekends only) – 9 am to 5 pm set fee of \$400

(This fee includes provision of adult tables and chairs, and a complimentary hour setup and complimentary hour to pack away before and after workshop hours. Kitchen is available for use.)

Date/s required:

Time Frame required: (Please include one extra hour for set up and pack up)

Begin _____ End _____ Total hours: _____

ADDITIONAL EXTRAS for Hire

The following additional extra function hire items can be added to a venue hire application. These items are provided by the Humpty Dumpty Toy Library and membership is a requirement. An additional waiver and booking form for these items will need to be filled out and has been attached.

- | | |
|--|--|
| <input type="checkbox"/> Marquee | \$35 |
| <input type="checkbox"/> BBQ | \$35 |
| <input type="checkbox"/> Adult tables (6 only) and chairs (32 avail) | \$30 for upto 6 adult tables and 32 adult chairs |
| <input type="checkbox"/> Children's table and 6 chairs | \$10 per set |
| <input type="checkbox"/> Young children party items | \$10 per item (soft fall tunnel/ball pit/caterpillar/racing kit) |

CONDITIONS OF HIRE

(Please read this section carefully)

Payment of a \$100 security bond or Credit card pre-approval (up to \$500) is required to cover: any damage to the building or equipment during the term of hiring or any additional costs such as cleaning, incurred by the Karratha Family Centre due to the hirer not abiding by the following Conditions of Hire.

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:
 - a. Deface or damage the building, or any equipment belonging to the Karratha Family Centre or any other user.
 - b. Place any screws or nails in any part of the building without the consent of the Karratha Family Centre Management.
 - c. Serve or sell alcohol in or about the building.
3. The Hirer at the end of the session/function must:
 - a. Mop floors and vacuum carpets – (cleaning equipment in activity room and/or bathroom area may be used for this purpose)
 - b. Leave all areas of the building clean and tidy, free from any mess or clutter
 - c. Remove all rubbish and place in the rubbish bins located near the front entrance to the Centre
 - d. Turn off all lights, except for the security lights, when leaving the building
 - e. Ensure all air-conditioning and electrical appliances are turned off
 - f. Ensure no food or drink is consumed on carpet/mats/rugs.
 - g. Lock all doors
 - h. Return the keys to the office/ drop box at the specified time of departure. (Failure to do so will incur further hourly fees)
 - i. Report any damage or defacement of the premises hired to the Karratha Family Centre - Coordinator, Lynda Calder by text to 041149079 or email to admin@karrathafamilycentre.com.au as soon as possible.
4. **Additional charges** will be incurred, if the air conditioner is left on at the end of your hire.
5. Any User Group/Hirer who contravenes the above guidelines, will forfeit their bond and have the matter brought before the Karratha Family Centre Management. The Centre Management reserves the right to cancel further use of the Karratha Family Centre.
6. Should the Hirer be unable to leave the premises as found, they must contact **Karratha Family Centre - Coordinator, Lynda Calder** by text to 041149079 or email to admin@karrathafamilycentre.com.au as soon as possible, **so a cleaner can be arrange to clean the premises at the Hirer's additional cost.**
7. **If at any time during the period of hire, the Hirer develops any concerns or issues with the venue, they are to contact the Centre Coordinator as soon as possible for guidance or assistance, and to potentially avoid further incurred fees.**

I, the Hirer, hereby agree to the terms and conditions of the Karratha Family Centre and understand that the Karratha Family Centre **does not** provide insurance (including Public Liability and Theft) for room hire and I will arrange our own **event insurance, including public liability insurance.**

Security Bond

A security bond of \$100 EFT payment or a credit card is required for Karratha Family Centre to hold a one dollar (\$1.00) security bond payment per hire, and as Hirer you grant Karratha Family Centre approval for credit card usage up to \$500 to cover any repairs, replacement of damaged property, and additional cleaning and rubbish removal that may be needed for non-compliance with the Hire Guidelines agreed to at the time of applying for the Venue and Equipment Hire.

Note: At the end of your Hire Period, If there are any damages noted by the Karratha Family Centre Management, the Hirer will be advised of that damage and repairs/replacement up to \$500 will be deducted by the Karratha Family Centre Management Committee from the security bond held and receipts for required repairs, replacement of damaged goods, and/or additional cleaning required at the end of the hire period, will be provided to the Hirer within 14 days of the end of the hire period. ***Damages above the amount of \$100 Cash security bond held or the \$500 credit card security bond, will be at the cost of the Hirer and will be due and payable within 7 days of issue of an invoice from the Karratha Family Centre Inc. to the Hirer for any damages, repair and cleaning.***

Security Bond Option:

- ☐ EFT Payment of \$100 to Karratha Family Centre Inc BSB 036 187 Account Number 533 003 Reference: Your Name - VH
- ☐ Credit Card Payment of \$1, upto \$500 if premises damaged or left unclean

Credit card details:

Card holder Name: _____
 Card Number: _____
 Exp Date: _____ CVC: _____
 Card holder signature: _____

As the intended hirer, I have read the Terms and Conditions of Hire, and the assumption of Risk and Indemnity Agreement and fully understand its Terms and Conditions. I hereby sign this application for Venue Hire, freely and voluntarily without any inducement, assurance, or guarantee being made to me and I intend my signature to be fully a complete and unconditional release of all liability to Karratha Family Centre Inc. allowed by law.

Hirer Name: _____

Hire Date: _____

Signed by Applicant (Hirer) _____

Office use only

SECURITY BOND HELD

Security Bond due \$100.00 Y / N Amount \$ _____ Date Paid / /

Security Bond Receipt # _____

Security Bond refunded in full Y / N Date Security Bond refunded / /

Any Damages or cleaning to be deducted from the security bond held Y / N

Credit Card Details provided Y / N

Security Bond on hold \$1.00 Y/N

Credit Card Preapproval to the amount of \$500 if there are damages, repairs and/or additional cleaning required following the end of the hire period, due to the Hirer and any other users associated with the Hire.

Key/s issued Y / N

Entered into key register Y / N

Alarm code provided Y / N

Key/s returned Y / N

Date Keys Returned / /

Keys Signed back in key register Y / N



HUMPTY DUMPTY TOY LIBRARY (HDTL) – Equipment Hire

Venue / Party Hire – Booking Form and Waiver

For additional party hire options ONLY

**RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT for the
“PARTY HIRE” also referred to as “Equipment”**

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS WAIVER

1. In signing this form, I hereby agree to take full responsibility for ALL users of the Venue and the Venue Hire Equipment whilst the Venue is in my possession.
2. I agree to supervise ALL users of the Venue and the Venue Hire Equipment whilst the Venue is in my possession.
3. I have read and agree upon to only use and return the Equipment as is outlined in the Terms and Conditions.
4. I hereby RELEASE, WAIVE and DISCHARGE the ‘Humpty Dumpty Toy Library’, the Karratha Family Centre Committee Members or their representatives, for any loss of life, damage or injury to any person or property as a result of use of the Equipment, whilst it is in my possession.
5. I hereby acknowledge that the use of the Equipment is potentially dangerous and users risk injury in utilising it.

I have read this Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement and fully understand its terms, understand that I have given up substantial rights by signing it, and have signed it freely and voluntarily without any inducement, assurance, or guarantee being made to me and I intend my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

Member Name _____

Contact Number _____

Address _____

License Number _____

Member Signature _____ Date ____/____/____

OFFICE USE ONLY

Payment received/sighted by HDTL Coordinator - Y / N

Terms and Conditions copy given to and read by member - Y / N

Centre Coordinator / HDTL Coordinator Signature _____

Date ____ / ____ / ____

Humpty Dumpty Toy Library - Party Hire Equipment



Description of Item(s) Booked _____

Item Number (s) _____

Date Item Returned _____

Item Returned undamaged Yes / No

Any Damage Noted by Centre Coordinator / HDTL Coordinator

Centre Coordinator / HDTL Coordinator Signature - _____ Date / /
