



GARDEN/ROOM HIRE AGREEMENT

This agreement is between Okines Community House Inc. and:

Name of Hirer ..... Contact Person .....

Address .....

Contact Phone No. .... email .....

Reason for Hire .....

For the following date and time:

Regular Hire:

Day..... Time .....am/pm to .....am/pm

From ...../...../.....to ...../...../.....

One off or Intermittent Hire:

Date ...../...../..... .....am/pm to .....am/pm

Date ...../...../..... .....am/pm to .....am/pm

Hiring Charges/Payment

Area to be hired (Please circle one or more):

★ Garden ★ Wood-fired Oven ★ Orange Room ★ Terrapin ★ Kitchen ★ Other\_\_\_\_\_

Table with hiring charges: \$0 Volunteer Community Group, \$5 Volunteer Community Group, \$10 Not-for-Profit Organisation, \$20 Small Business, \$30 Corporate/ Government, \$15 Private Hire. Includes a note about discounted rates for new community offerings.

Cost \$ ..... per hour/session. Total hours to be used .....

Total cost: \$ ..... Date ...../...../..... Signed: .....

- If room is being used to provide a health and wellbeing service (counselling, yoga, etc), you must provide evidence of your qualifications to offer this service as well as a copy of your Public Liability Insurance.
• If room is used out of hours, you must provide a copy of your Public Liability Insurance.

Table with two rows: Certificate of Currency - Public Liability Insurance provided, Proof of qualifications provided

I/We agree to accept responsibility in accordance with Conditions of Hire set out herein.

Signed on behalf of hirer

Witness on behalf of the Board

.....

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Name: .....

Name: .....

Date: ...../...../.....



**FOR OUT OF BUSINESS HOURS FUNCTION HIRE A BOND MAY APPLY**

**NOTE:**

- The hirer shall be liable for, and shall indemnify Okines Community House against all actions, proceedings, claims, damages, charges, costs expenses whatsoever brought or made against Okines Community House in respect of any personal injury to or the death of any person arising out of or in the course of the hire of the premises by the hirer, unless due to negligence of Okines Community House, their servants or agents
- The House is inspected before and after hire. You are welcome to accompany us when doing so.
- The time that you require to prepare the room for a function will be included in the cost of hire.
- You are welcome to decorate the room, but please be careful of the paintwork (no nails or sticky tape please).
- Hot drinks are available at a cost of 50 cents per cup in the kitchen or \$2 from coffee machine in orange room.

**CONDITIONS OF HIRE**

1. Hiring costs for building and use of its facilities (plus an agreed bond, if required) shall be paid prior to date of commencement unless otherwise negotiated. Where house is hired during normal opening hours, bond does not apply.
2. Our Place of Assembly Licence permits a maximum of 80 people.
3. Building and outdoor areas shall be left in a clean condition at the end of each session (eg sweep, floors washed, kitchen and toilet area to be left in a hygienic and tidy manner). Broom is situated behind the kitchen door, and cleaning products are located in a marked cupboard in the kitchen.
4. Please use water sparingly as we are on tank water!
5. Dishwasher may be used provided instructions are followed, microwave can be used and cleaned after use.
6. Hirer is to supply own linen e.g. tea towels, table clothes.
7. Should the building, or any equipment or facilities be left in other than a clean and undamaged condition, an amount will be deducted from the Bond held to cover such cleaning/maintenance costs. If in excess of amount of Bond held, an amount will be tendered.
8. Furniture to be replaced as found. **Please do not drag furniture along the floor.**
9. **Okines is a smoke free zone.** Smoking is prohibited indoors or in the childcare playground. There is a smoking area behind the water tanks at the end of the terrapin.
10. Loud noise and offensive behaviour or language within the immediate area of the building is to be discouraged. Noise should be kept to a minimum after 10.30pm and cease at 11.30.
11. All power except fridge and wall urn to be turned off after each session. Internal doors and windows must be shut and locked. Please make sure heaters, ovens and lights are turned off and all taps are checked.
12. 24 hours notice of cancellation is required to be given by Hirer or full payment of Hiring Fee will be charged.
13. Okines may cancel the hiring at any time without stating a reason and if so shall refund to the hirer all monies paid. Okines shall not be liable to pay any compensation to the hirer in respect of such cancellation.
14. The Board of Okines Community House must be notified prior to session regarding consumption of alcohol or noisy activities on the premises or property.
15. No animals are to be brought onto the premises, unless written permission has been given from the Board of Management or House Manager in advance.
16. All children must be properly supervised at all times.
17. Out of hours opening of the building will be negotiated with the Board / House Manager. Arrangements need to be made with the Manager prior to the hire date, to collect a key during our standard open hours.
18. The entry and exit procedure form needs to be returned or disposed of appropriately.



**ENTER AND EXIT PROCEDURE**

The key can be picked up and dropped off at the Okines office during open hours (Monday to Friday 9am – 3pm) or picked up/dropped off by other arrangement.

**If the key is lost or not returned as prior arranged, a fee of \$100 will be charged to replace it.**

**ALARM PROBLEMS:**

If you encounter any problems with the alarm please contact the following people by phoning:

Bill (Board Member) 0408 129 179

**ENTRY AND EXIT PROCEDURE**

**On entry** you will need to disarm the alarm (explain where located)

Key in no. \_\_\_\_\_

Each key will beep as you press it. You also hear another three short beeps if disarmed correctly. The alarm is now disarmed.

**On exit** you will need to re-arm the alarm.

Key in **Arm and E**

Each key will beep as you press it. You also hear another short beep if armed correctly. The alarm is now armed. You should exit the building within 20 seconds.

The only way that the door will lock is by turning the key in the lock on the outside of the door. Please test the door handle. If the door is locked properly the handle will not turn.

**Alarm Problems**

If you press the wrong button or have a problem with the alarm – arm it again and then re-key the entry code.

If the alarm goes off – try keying in the entry code again. If this still doesn't work, re-arm then key in entry code.

If nothing works – refer to contact on top of this form.



**NO UNDERAGE DRINKING IS PERMITTED ON THE OKINES PREMISES**

**Chief Fire Warden**

Staff work variable hours at the Centre. The Chief Fire Warden will be the most senior person at the Centre at the time of the fire. The Deputy Chief Warden will be the next most senior person. Order of hierarchy is:

- Centre Manager
- Centre Admin
- Garden Staff
- Board Committee
- Course tutors
- Hirer

**Duties:**

- Determine the nature of the emergency and the appropriate action required.
- Ensure that the appropriate emergency service has been notified. If in doubt, ring 000
- Alert all occupants of the building to the situation.
- If necessary, initiate evacuation and ensure doors and windows are closed (in the event of fire) or open (in the event of a bomb threat).
- Check all rooms to ensure all people have evacuated the building.
- Conduct roll call and ensure that all occupants of the building are accounted for. A register of course enrollee is kept in each room and an attendance roll maintained by the class tutor. Liaise with Child Care/Playgroup warden to ensure childcare roll has been checked and all children are accounted for.
- Ensure that no one re-enters the building or leaves the assembly area once evacuation complete.
- Brief the emergency services personnel, upon arrival, on the type, scope and location of the emergency and the status of the evacuation.
- Once emergency services have arrived, act on the instruction of the Senior Officer.
- Record details of the incident and evacuation, accident report form in the office