OKINES COMMUNITY HOUSE INC.

ROOM / GARDEN HIRE AGREEMENT

This agreement is between Okines Community House Inc. and:

Name of Hirer …… Contact person ……

Address ……

Contact phone no. …… Email ……

For the following date and time: ⭐ **Regular Hire**

Day…… Time from…… am/pm Time to …… am/pm

Date From ……/……/…… Date to ……/……/……

⭐ **One off or Intermittent Hire:**

Date ……/……/…… ……am/pm to ……am/pm

Date ……/……/…… ……am/pm to ……am/pm

Hiring charges/payment: **Hirer Purchase Order No**…… **Area to be hired (Please circle one or more):**

⭐ **Garden** ⭐ **Wood-fired Oven** ⭐ **Orange Room** ⭐ **Terrapin** ⭐ **Small Meeting Room** ⭐ **Kitchen** ⭐ **Other_____**

Reason for Hire ……

$0 Volunteer Community Group Free activity that is open to the public	**$5 Volunteer Community Group** Invite only or closed group activity	**$10 Not-for-Profit Org**
$20 Small Business *discounted rates available for people starting a new community offering.	**$30 Medium/Large Business** **$40 Corporate/ Government**	**$15 Private Hire** *must have own public liability insurance (ask us for details)

Cost per Hour Per Room **(includes access to 1 room, toilets, limited power/water/wifi, crockery, cutlery, tables & chairs)**

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

Total cost: $ …… Date ……/……/…… Signed: ……

- **Rooms hired for a health and wellbeing service (counselling, yoga, etc), please provide evidence of qualifications**
- **All Hires by private, business, not-for-profit org or government, please provide a copy of your Public Liability Insurance.**

office use ONLY		**Certificate of Currency - Public Liability Insurance provided**
		Proof of qualifications provided
		Invoice No: **Date:**
		Payment Agreement (circle one): Invoice / Cash (circle one) Sessional/ Weekly / Monthly

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**

…… ……

Name: …… **Date ……** **Name: ……**

A BOND MAY APPLY FOR OUT OF BUSINESS HOURS FUNCTION HIRE

HIRE GUIDELINES:

- 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
- Where events involve children or young people, we expect hirers to have a child-safe policy, adhere to their child/youth safety plan and have child/youth to adult ratios to ensure the safety and wellbeing of children & young people at all times.
- 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 50c per cup in the kitchen
- **NO UNDERAGE DRINKING IS PERMITTED ON THE OKINES PREMISES**

CONDITIONS OF HIRE

1. Hiring costs for the building and use of its facilities (plus an agreed bond, if required) shall be paid prior to date of commencement unless otherwise negotiated. Where the House is hired during normal opening hours, a bond does not apply.
2. Our Place of Assembly Licence permits a maximum of 80 people.
3. The building and outdoor areas should be left in a clean condition at the end of each session (e.g. sweep, floors washed, kitchen and toilet area to be left in a hygienic and tidy manner). A broom is available in the disabled toilet, vacuum cleaner is in the cupboard to the right of the sliding door out to childrens play space, and cleaning products are 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, tablecloths.
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 these costs are higher or no bond was paid, the additional amount will be invoiced to the Hirer and must be paid.
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 and in the children's playground. There is a smoking area behind the water tanks at the end of the Terrapin room.
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 11.30pm.
11. All power, <u>except fridge and wall urn,</u> is to be turned off after each session. Internal doors and windows must be <u>shut</u> and <u>locked</u>. Please make sure heaters, ovens, and lights are turned off and all taps are checked.
12. 72 hours' notice of cancellation is required of the Hirer, or full payment of the 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. Okines Community House must be notified in writing prior to any hiring regarding consumption of alcohol or noisy activities on the premises or property.
15. All children must be properly supervised at all times and hirers are fully responsible for their safety at all times.
16. No animals are to be brought onto the premises, unless permission has been given from the Board or Manager.
17. Out of hours opening of the building is to be negotiated with the House Manager at the time of booking.
18. The entry and exit procedure form needs to be returned or disposed of appropriately after use.