



Roleystone Neighbourhood Family Centre Inc.

19 Wygonda Road, Roleystone WA 6111 - Phone: 94961115

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[ABN: 96 401 967 416](#)

Room Hire Application Form

Applicant Details

Name/Organisation: _____

Booking Date/s: _____

Approximate Number Attending: _____ **Reason for hire:** _____

Starting Time (time you walk into the building): _____

Finishing Time (time you vacate the building): _____

Contact phone number/s: _____

Email Address: _____

Community Tenant

- An Individual member of the public, aged of 18 years and over. (Not available for 16th-25th celebrations)
- A not for profit organisation.

Commercial Tenant

- Individuals for financial gain
- Government Departments
- Businesses

Hire Costs

Community Tenant

Commercial Tenant

Large Activity Room (AA1)

\$12.00 per hour

\$15.00 per hour

Large Activity Room (AA2)

\$12.00 per hour

\$15.00 per hour

Meeting Room

\$11.00 per hour

\$14.00 per hour

Lounge Room

\$10.50 per hour

\$13.50 per hour

Bond Required at Key Collection

\$100.00 (cash only)

\$300.00 (cash only)

BBQ

\$10.00 per day

\$10.00 per day

TV Remote Required (HDMI cable)

no charge

no charge

Total amount: \$ _____

Bond amount to be paid at key collection: (Cash only) \$ _____

Payment Details

Cash Credit Card EFT (Electronic Funds Transfer)

Cheque (Make out to Roleystone Neighbourhood Family Centre) ID needs to be witnessed

Bank Account Details:

BSB 633 000 - Account Number: 1310 78529 - Account Name: Roleystone Neighbourhood Family Centre

Conditions of hire:

- Payment is required to confirm your booking
- Cancelled bookings – 5 days’ notice via email to be eligible for a credit, 48 hours’ notice via email to be eligible for a 50% refund, 24 hours’ notice, verbal, phone or email = no credit or refund.
- Capacity numbers to be adhered to at all times
- Please enter and exit by the front door, or the side gate only – except in an emergency
- Permits to sell liquor must be obtained from the Licensing Court, Armadale (at the hirer’s own cost). Hirer’s permits need to be visible in the kitchen and removed prior to leaving the premises.
- Noise must be kept at a respectful level and contained within the building from 10.30pm (please respect neighbouring properties)
- All private catering equipment and personal belongings must be removed on completion.
- RNFC furniture must **not** be removed from premises or risk losing your bond
- No other rooms must be used without prior booking (subject to random spot checks)
- All tenants must provide their own first aid supplies
- The Family Centre building and playground areas are NO SMOKING zones including 5 metres from the main entrance door.
- Floors must be swept. Mopped where necessary.
- No dirty dishes must be left in sink or on the benches (to be returned clean to appropriate storage places).
- The oven and microwave must be left clean.
- Any equipment used must be put away in a clean condition.
- All rubbish bins must be emptied and rubbish placed into large outside bins to the right of the entrance.
- All toilets / baby change area must be left in clean condition.
- All lights, fans, heating or air conditioning must be turned off when you leave.
- If used, the outside paved area must be swept and rubbish removed.
- The hirer must ensure the building is secure prior to departure (check all gates, windows and doors).
- Vacated building by midnight
- All faults and Damage must be reported to the service as soon as possible.
- BBQ is hired at the tenants own risk and tenant is responsible for familiarising themselves with location of fire extinguishers.
- BBQ to be used only in the designated area for BBQ usage.
- BBQ must be left clean and gas bottle turned off and disconnected.

Extra Costs to the Hirer that may occur

- The replacement costs of any missing or broken equipment and/or fittings.
- Any extra cleaning needed.
- These costs will be taken out of the bond or invoiced accordingly.

I agree to collect keys on the Friday before my event by 2pm

I agree to return keys and collect bond where eligible on the Monday after my event, or by 2pm or by special arrangement with the manager.

I have read and agree to the ‘Conditions of Hire’ policy:

Name: _____ Signed: _____

Today’s date: _____