



# Room Hire Application Form

**For Commercial Tenants**

Individuals for financial gain – Government Departments - Businesses

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

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

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

Booking Date (One session per day only)		Time In		Time Out	
Monday		Start		Finish	
Tuesday		Start		Finish	
Wednesday		Start		Finish	
Thursday		Start		Finish	
Friday		Start		Finish	
Saturday		Start		Finish	
Sunday		Start		Finish	

<input checked="" type="checkbox"/>	Room to Hire	Cost	Total Hours	Total
	Large Activity Room (AA1)*	\$15.00 p/h		\$
	Large Activity Room (AA2)*	\$15.00 p/h		\$
<b>*Capacity for AA1 &amp; AA2 - Maximum Capacity 65, Early Childhood Activities 40</b>				
	Meeting Room – Max Capacity 25 people	\$14.00 p/h		\$
	Lounge Room – Max Capacity 15 persons	\$13.50 p/h		\$
	BOND - (paid in cash when keys are collected)	\$100 or \$300		\$
	BBQ	\$10 per day		\$
	TV Remote Required (HDMI Cable)	No charge	Sign registry	
<b>Total Cost</b>				<b>\$</b>
Total payment at the time of booking				\$
<b>BOND \$100 after 5pm \$300 (Cash only @key collection)</b>				<b>\$</b>

Reason for hire:		Approx.Guests:	
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### Payment Details

Cash

Credit Card

EFT (Online Bank Transfer)

### Direct Deposit Banking Details

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

### Conditions of Hire

- Full payment is required to confirm your booking or by prior written arrangement with management.
- Cancellations – 5 business days’ notice via email to be eligible for a credit/refund, 48 hours’ notice via email = 50% credit/refund, 24 hours’ notice, verbal, phone, or email = no credit/refund.
- Capacity numbers to be always adhered to.
- Please enter and exit by the front door only (except emergencies)
- 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.
- 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 5m from the main entrance door.
- BBQ to be used only in the designated area for BBQ usage (not inside).
- BBQ must be left clean and gas bottle turned off and disconnected.
- Floors must be swept/vacuumed after each session. 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 in clean condition.
- Any equipment used must be put away in 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).
- Building must be vacated by midnight.
- All faults and damage must be reported as soon as possible.
- BBQ is hired at the tenant’s own risk and tenant is responsible for familiarising themselves with locations of fire extinguishers.

**Management/Committee reserve the right to terminate any contracts of hire with any organization or individual.**

#### EXTRA COSTS TO THE HIRER THAT MAY OCCUR

- The replacement costs of any missing or broken equipment and/or fittings.
- Any extra cleaning needed, where tenant has not cleaned sufficiently.
- These costs will be taken out of the bond or invoiced accordingly.

- I have attached a current copy of my Certificate of Currency for my Public Liability Insurance
- I agree to collect keys on the Friday before my event by 2pm
- I agree to return keys and collect bond (where eligible) by 2pm on the first Monday after my event.
- I request to keep key for ongoing usage                      Key #    Key #

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

**Full Name:**

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**Signed:**

**Today’s Date:**

Office Use	Key #:	Receipt #:	Bond Receipt #:	Processed by:
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