



19 Ballintine St  
Benalla 3672  
Ph: 57624528  
email: wwaminda @bigpond.net.au

## VENUE HIRE AGREEMENT

Waminda Community House aims to assist various organisations by providing our facilities at affordable rates. The maintenance of our facilities is important and is inclusive of 'Occupational Health and Safety' standards.

To allow us to maintain our rooms for you, please be aware of the following;-

### **Keys**

Keys can be signed for and collected the day before the booking date and returned at the end of the booking. For out of hours bookings, a separate return time can be organised. (We ask that no keys be cut).

### **Kitchen facilities**

We have available a full range of kitchen facilities such as utensils, fridge, kettle, microwave, sink, crockery, cutlery and cleaning materials. If you require the kitchen please inform us at the time of booking. We ask that groups provide their own tea, coffee, milk and sugar unless otherwise agreed. We also request that the kitchen is left in a clean and tidy state after use.

### **Use of office equipment**

We have a range of equipment that can be made available for room hirers for a fee. This includes access to printing, photocopying, laminating and guillotine.

### **Telephone**

All room users will pay for any telephone calls made at the appropriate rate.

### **Electrical equipment**

We ask that all electrical equipment that is brought onto the premises must align OH&S standards. Water and other liquids, such as coffee or soft drinks, are not permitted near electrical equipment such as computers.

### **Rubbish**

Please empty all internally used bins into the correct council bins. It is not the responsibility of the staff to clean up after you.

### **Maintenance of order**

The venue hirer is responsible for the maintenance of good order during the period of the engagement and he/she must not permit or suffer anything to be done which is disorderly or offensive.

### **Walls**

We ask that no adhesives, nails or screws be used on the walls. If you need to fix things to the walls or elsewhere please use blue-tack.

### **Age**

Hirers must be 18 years or older.



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## **Displays**

We ask that no adhesives, nails or screws be used on the walls. If you need to fix things to the walls or elsewhere please use blue-tack.

## **Payment**

Payment for hire including bonds must be made in full prior to use of the hired space unless otherwise negotiated.

## **Cancellation**

Waminda Community House reserves the right to refuse any application or to cancel any hire with reasonable notice. Any money held by the House will be refunded in this case.

## **Cancellation Charges**

### **Casual hirers**

If you need to cancel your booking please give us at least 24 hours' notice. Unfortunately cancellations without a 24 hours' notice will incur a fee of 50% of the hire.

### **Regular hirers**

If you are a regular hirer you need to give us one weeks' notice if you need to cancel a booking, otherwise you will be charged for the booking.

Please remember it is the hirer's responsibility to inform Waminda Community House of any changes of contact details of the hirer using the Community House.

## **Other Charges / Bonds**

A key deposit of \$20 is to be lodged with Waminda Community House. The deposit will be refunded once the key has been returned, and all monies paid.

A cleaning bond of \$50 is to be lodged with Waminda Community House for one-off social and fundraising activities. This will be returned in full provided the space is left in a clean and tidy condition and all monies have been paid.

For permanent hirers a cleaning fee of \$35 per hour will be charged if the venue needs to be cleaned in preparation for the next hirer.

## **Other**

### **Notification of Accident or Injury**

Should there be an accident or injury arising through the hirers use, the hirer must inform Waminda Community House in writing within seven (7) days of the incident. Also please refer to the "Reporting an Incident" form.



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**Applicant Details**

Client / Organisation / Company:					
Contact Person:					
Event Title:					
Postal Address:					
Suburb:		State:		Postcode:	
Contact Phone Number:			Mobile:		
Email Address:					
How did you find out about our Venue?					
<b>Hire Category</b>	School:				
	Private:				
	Commercial (provide ABN):				
	Community Group:				
	Other:				

**Booking Details**

<b>Hire Date/s and Times</b>	Date/s:	Access Time		Event Start	
		Event Finish		Exit Time	
<b>Anticipated Attendees</b>	No. of People:	Children:	Youth:	Adults:	Seniors:
<b>Type of Space's required</b>	Shed:		Computer Area:		
	Kitchen:		Other:		
<b>Contact Person on the Day</b>					

**Set up and Pack Up**

<b>Set up and Pack Up of Event</b>	Please indicate your set up below			
	<input type="checkbox"/> Workshop	<input type="checkbox"/> Classroom	<input type="checkbox"/> Banquet	<input type="checkbox"/> Party
	<input type="checkbox"/> Boardroom	<input type="checkbox"/> Theatre	<input type="checkbox"/> U-shape	<input type="checkbox"/> Other

**Cleaning**

If venue is not left in a satisfactory condition a cleaning fee of \$35 per hour is applicable.

Have you read the Waminda Community House Hire Policy:  Yes /  No

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



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***Office use only***

Form signed	
Hire policy read and understood	
Special offer/s	
Materials hired	
Invoice Frequency	
Deposit required \$	
Deposit paid in full	