

ROOM HIRE FORM 2026

Email: manager@wamindabenalla.org.au 19 Ballintine Street, Benalla Vic 3672
 Ph: 0491 630 213

Applicant Details					
Client / Organisation / Company:					
Contact Person:					
Event Title:					
Postal Address:					
Suburb:		State:		Postcode:	
Contact Phone Number:			Mobile:		
Email Address:					
Email Address for invoices					
Purchase Order number if applicable					
Hire Category	School:				
	Private:				
	Commercial (provide ABN):				
	Community Group:				
	Other:				
Booking Details					
Hire Date/s and Times	Date/s:	Access Time		Event Start	
		Event Finish		Exit Time	
Anticipated Attendees		No. of People:	Children:	Youth:	Adults: Seniors:
Type of Space's required	Waminda Kitchen		Waminda Meeting Room 1 (seats 8)		
	Waminda Consulting Room (seats 4)		Waminda Lounge area (seats 12)		
	Activity Shed (seats 30)		Secure play area		

ROOM HIRE RATES, TERMS AND CONDITIONS – 2026

ROOM	Cost (ex GST)	INCLUSIONS
Activity Shed	\$20 per hour	Seats 30 people Use of kitchen facilities, outdoor play area and equipment
Meeting Room	\$15 per hour	Seats 8 people
Consulting Room	\$10 per hour	Seats 4 people-
Lounge area	\$15 per hour	Seats 12 people

INVOICES

Casual hirer invoices will be processed monthly and sent to the nominated email address.

Ongoing hirers will receive an invoice quarterly (at the end of each term).

Other invoicing arrangements can be negotiated with the Manager.

INSURANCE

All users, if not a part of the Waminda Community House program must provide a copy of their organisation's Certificate of Currency of their public liability insurance policy.

FOOD HANDLING

Hirers are responsible for their own food safety procedures and storage which are required to meet Government Health Regulations.

CATERING

Waminda Community House can supply tea/coffee/milk at a cost of \$2.00 per head.

ROOM CONDITION

Rooms and facilities must be left clean and tidy after use, tables and chairs wiped down with provided detergents. Bins emptied. Any damage or breakages must be reported to the Manager. Hirers are liable for the replacement or repair cost of any damage or breakages. Hirers are liable for cleaning costs if rooms or equipment require extra cleaning or maintenance due to hirer's activities.

Notification of Accident or Injury

Should there be an accident or injury arising through the hirer's use, the hirer must inform Waminda Community House in writing within seven (7) days of the incident.

STORAGE

Due to space restrictions we are unable to offer storage space to Room Hirers at this time.

CASUAL HIRER CANCELLATION CHARGES

Waminda Community House reserves the right to refuse any application or to cancel any hire with reasonable notice.

- | | |
|---|--------------------------|
| a) Cancellation- Same day or non-attendance | Full fee will be charged |
| c) Cancellation- Adequate notice – two days prior or more | No charge |

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

Have you read the Waminda Community Terms & Conditions above: Yes / No

Date/Signature of Hiring Group Representative:

Date/Signature of Waminda Community House Manager: