



13 Mary Street, Laidley Qld 4341 | Telephone 07 5465 1889 | Facsimile 07 5465 1861
 Email: admin@ourcommunitycentre.org.au | www.ourcommunitycentre.org.au

LAIDLEY & DISTRICTS COMMUNITY ORGANISATION INC.(LADCO)

Email: admin@ourcommunitycentre.org.au

APPLICATION TO HIRE
ROOM & EQUIPMENT HIRE AGREEMENT – 2016

13 Mary Street Laidley

Terms and Conditions

Hire Rates current until 30th June 2016
Inclusive of GST

Agreement between the Laidley & Districts Community Organisation Inc. and _____

Of (address) _____

Post Code: _____

Contact Person: _____

Postal Address (if different from above) _____

Post Code: _____

Ph: _____ Fax: _____ Email: _____

Accounts email: _____

For the use of _____ (hire room/area)

For the following dates: _____

This is a regular booking: YES NO

TIMES: IN: _____ AM/PM OUT: _____ AM/PM

Total Cost: \$

Equipment Required: Data Projector

Public Liability: All groups must have their own Public Liability Cover. A copy of the relevant document is to be provided before the agreement is signed off by both parties.

OFFICE USE ONLY:		COMMENTS:
TOTAL HOUR COST	\$ _____	
TOTAL DAY COST	\$ _____	
PUBLIC LIABILITY SUPPLIED	YES <input type="checkbox"/> NO <input type="checkbox"/>	

What you should know

Before accessing the Room

1. Provide a Certificate of Currency of Public Liability Cover to LADCO.
2. Groups accessing rooms at weekends must collect keys on the Friday prior to the weekend before 2.30pm if collecting keys after hours, by using the key lock boxes mounted to the building.
3. Pay the room hire fee promptly upon invoice, or as per other mutually agreed arrangements.
4. If a regular booking, fees must be paid **1 month in advance, if a one off booking then on receipt of an invoice.**
5. Alert LADCO if there are any changes to the arrangement by email or in writing.
6. Pay the full room hire fee if a cancellation is made **within 24 hours** of the scheduled hire, notification by email or in writing.
7. Pay 50% of the room hire fee if a cancellation is made **between 24 and 72 hours** of the scheduled hire, notification by email or in writing.
8. Management reserve the right to cancel or vary the room hire agreement at any time. Any amendments in the room hire agreement will be notified to all room hire users by email or in writing within 14 days of approval.
9. Minimum timeframe for "regular" bookings (this could be a regular weekly/fortnightly booking) can only be set for a 3 month period then a new re-booking is required. This may be done by email or in writing.
10. An induction will be conducted which includes Fire Exits, site walk, duress policy by LADCO. It is the Facilitator's responsibility to record the names of their participants in case of Fire. This information should only be passed onto the Chief Fire Warden in case of Fire/Fire Drill.
11. Smoking is prohibited within the Community Centre. Those wishing to smoke can do so at the front of the Centre near the seat bench. **The cigarette tin must be used to dispose of cigarette butts and not on the Community Centre's gardens or pathways.**
12. No alcohol or drugs are permitted on the premises.
13. Room hire fees may be varied or waived at any time at the discretion of the Manager.
14. Confirmation of a booking shall occur only upon receipt of a completed "Application to Hire" form and evidence of appropriate Certificate of Currency of Public Liability Cover.

When accessing the Room

1. Due to limited parking facilities, parking at the Centre premises are for Staff only. Facilitators and Participants are to park in the street. Participants possessing a disability sticker may park on premises (one bay available) when available.
2. **LADCO does not** supply tea, coffee, milk or sugar. It is the responsibility of the facilitator to bring their own consumables. All cups, plates etc. are to be washed, dried with paper towels and replaced in cupboards. All benches/tables wiped down clean.
3. **Food or drinks are not to be consumed while using the computers.**
4. Computers are the property of LADCO and should not be removed or disconnected.
5. Only whiteboard markers are to be used on the whiteboard. The whiteboard is to be left clean. There is no use of sticky tape or blue tack for posters on whiteboard.
6. The use of blu tack for walls must be discussed with admin prior to use.
7. Keep noise to a minimum.

When exiting the Room

1. Ensure that all rubbish has been disposed of in the rubbish bin or in the wheelie bins.
2. Leave the room as you found it, clean and tidy.
3. Turn off the hot water (Zip Boil, conference room only), fans and air-conditioner.
4. Close and lock windows and doors.
5. Take responsibility for all rooms and equipment used; alert LADCO of **ANY DAMAGES** to the building, equipment, or surrounding property within 24 hours (if after hours) or immediately during business hours.
6. Promptly return the key to LADCO (between the hours 9am to 2.30pm, or if using outside Centre hours by placing it in the key lock boxes mounted to building)
7. Pay call-out fee of **\$40** where keys are not collected by 2.30pm or returned within 24 hours of their scheduled return time.

All bookings are subject to availability and approval when this form is completed in full and submitted to LADCO.

Keys for afterhours access need to be collected from LADCO reception before 2:30pm and returned at 9am the next working day or from the locked key boxes attached to the building. Password will be provided by admin before your room booking day.

Signed,

Authorised signatory
On behalf of HIRER

Date

Manager / Representative
LADCO

Date