



13 Mary Street LAIDLEY QLD 4341 | Ph: 07 5465 1889
Email: info@laidleycc.org.au | www.laidleycc.org.au

LAIDLEY COMMUNITY CENTRE INC.

Email: admin@laidleycc.org.au

YOUTH CENTRE HIRE AGREEMENT – 2019

CNR Williams Street and Ambrose Street Laidley

Agreement between the Laidley Community Centre Inc. and

Of (address) _____ **Post Code:** _____

Contact Person: _____

Postal Address (if different from above).
_____ **Post Code:** _____

Ph: _____ **Email:** _____

For the use of the ‘Youth Centre’, CNR Ambrose & William St, Laidley:

The Youth Centre is made up of two large rooms which are separately locked and separately accessed. It is expected that the hiring organisation ensures that they are supervising participants at all times to ensure property, fittings and fixtures are not damaged. Any damage will be the responsibility of the hiring organisation to pay for fully.

Meeting Room Whiteboard, kitchenette, microwave, fridge, toilets.

The Activity Room; This is the first room at top of ramp, has its own kitchenette and toilet facilities within the room, it also has tables and chairs, and fitted out with numerous board games.

Games Room Pool table, whiteboard, games machines.

The games room; the second room, is accessed via a separate entry. This room has no kitchenette or toilets.

Please Note: The Games Room cannot be hired out on its own due to no access to toilet or kitchen facilities. However, the Activities room and the Games room can be hired out together.

Activity Room	Cost	Activity and games Room	Cost
Hire period		Hire period	
Hourly Rate	\$15	Hourly Rate	\$22
Half day (4 hrs)	\$45	Half day (4 hrs)	\$66
Full day (8 hours)	\$90	Full day (8 hours)	\$132

Purpose of Hire: _____

What activities will be conducted on site:

Contact details of Person Supervising participants on site _____

Other _____

DAY(S) REQUIRED:

DATES:

TIME IN: _____ **AM/PM** **TIME OUT:** _____ **AM/PM**

We agree to:

- Pay the room hire fee in full at the time of confirming the booking with LCC
- Lodge a **refundable** deposit of \$50 prior to the hire date to cover loss of keys and/or cleaning charges if required
- Leave the room **clean and tidy**
- Turn off hot water (Zip Boil), lights, fans and air-conditioner
- Close and lock windows and doors
- Take responsibility for all rooms and equipment used; alert LCC of **ANY DAMAGES** to the building, equipment, or surrounding property
- Alert LCC if there are any changes to our arrangements
- Provide your **Certificate of Currency** for Public Liability insurance
- Promptly return the key(s) to LCC (between the hours 9am to 2.30pm, or if using outside Centre hours by placing it in the key lock boxes mounted to building)

Hiring of the Youth Centre can be done either by hiring:

- a) The Activity Room only or;
- b) The Activity Room and the Games Room.

Activity Room



Games Room



Activity Room



Games Room



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

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

Collection of Keys for after hour's pick-up needs to be arranged with our Administration Officer. The password for the locked key boxes will be provided before your room booking day. Keys must be returned to the centre upon leaving the hire room. Should the office be closed then the key lock box must be used. Centre hours are 9.00am to 3.00pm Monday to Friday.

Signed,

 Authorised signatory
 On behalf of HIRER

 Date

 Manager / Representative
 LCC

 Date