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Registration No: A1136L  
ABN 48 180 414 316

## Room Hire Application Form

Name of group/person: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Position: \_\_\_\_\_

Postal address: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_

Purpose of hire: (please attach any supporting information about the group or the activity)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Hire details:

Date/s required: \_\_\_\_\_

Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

Facilities required:

Middle Room		Annexe Room	
Computer Room		Studio	
Data projector and screen		Wi-fi	
BBQ (special hire conditions apply )			

**Public liability insurance certificate:** All Hirers must have appropriate public liability insurance cover. Please attach a copy of your public liability insurance certificate.

## **Leongatha Community House Hire Rates 2018**

(All rates include GST. Changes to rates may be negotiated with the Coordinator)

1. Rates for Community Members with no funding
  - a. \$15 for a room up to 3 hours
  - b. \$25 for a room up to 8 hours
  
2. Rates for Not-for-Profit organisations and groups
  - a. \$20 for a room up to 3 hours
  - b. \$35 for a room up to 8 hours
  - c. \$50 for use of computer room up to 8 hours, including use of computers and internet access
  
3. Rates for For-Profit organisations
  - a. \$40 for a room up to 3 hours
  - b. \$70 for a room up to 8 hours
  - c. \$100 for use of computer room up to 8 hours, including use of computers and internet access
  
4. BBQ and full gas bottle - \$33 plus \$50 bond

### **Conditions of hire and obligations of hirer:**

1. The Hirer must have appropriate Public Liability Insurance cover, and must present a copy of current certificate of insurance to the Coordinator with the application for hire.
2. Premises and facilities are to be used appropriately and with due care.
3. Alcohol, tobacco, and illicit drugs are not permitted in the premises or on the grounds.
4. The Hirer will be charged for any theft or damages of equipment, or extra cleaning if necessary. The Hirer must agree to pay such damages/theft/cleaning costs.
5. The Hirer is required to monitor all participants and ensure they behave in a respectful manner towards the premises and contents.
6. Equipment, furniture/furnishings, and contents are NOT to be removed from the premises.
7. The Hirer must be respectful and considerate of the needs of other individuals/groups who might be using the premises at the same time, and behave accordingly.

### **Additional conditions of hire for BBQ:**

1. The Hirer must satisfy himself/herself at the commencement of hire that the equipment is suitable for its purposes.
2. The Hirer must operate the equipment safely, strictly in accordance with the law, only for its intended use, and in accordance with any manufacturer's instructions whether supplied by Leongatha Community House or posted on the equipment.
3. The Hirer will ensure that all persons operating the equipment are suitably instructed in its safe and proper use.
4. The Hirer will conduct a thorough hazard and risk assessment before using the equipment and comply with all Occupational Health and Safety laws relating to the equipment and its operation.

5. The Hirer will report to Leongatha Community House, and provide full details of, any accident or damage to the equipment within 2 business days of the accident or damage occurring.
6. The Hirer indemnifies Leongatha Community House for all injuries and/or damages caused by, or contributed to, by the Hirer's improper use of the equipment.
7. The Hirer will ensure the equipment is thoroughly cleaned after use, that the gas bottle is turned off and disconnected, and that the equipment and tools are returned to their correct storage places at the conclusion of the hire period.

**Acknowledgement:**

I acknowledge having read the above conditions and agree to abide by them in full.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**OFFICE USE**

Agreed Fee: \_\_\_\_\_

Bond for BBQ received: \_\_\_\_\_

Bond for BBQ returned: \_\_\_\_\_

Public Liability Insurance certificate copy provided: \_\_\_\_\_

Application Approved? Yes/No \_\_\_\_\_

Applicant Advised: \_\_\_\_\_

Invoice sent: \_\_\_\_\_