



Wongan Hills

**Community
Resource
Centre**

FUNCTION & TRAINING ROOM HIRE AGREEMENT

Wongan Hills Community Resource Centre
 The Station, 1 Wongan Rd, Wongan Hills WA 6603
 PO Box 255, Wongan Hills WA 6603
 Telephone (08) 9671 2550
 Email crc@wongan.wa.gov.au
 Website www.wongan.wa.gov.au

CONTACT INFORMATION						
Name		Email				
Organisation				Phone		
Address						
Function Type						
Facilities (Tick all that apply)	Kitchen (Additional fees apply)	<input type="checkbox"/>	Fridge/Freezer	<input type="checkbox"/>	Whiteboard	<input type="checkbox"/>
	Please note tea, coffee and milk is not supplied with the hire of these facilities. For any other equipment hire, please request an Equipment Hire Form. There is a projector, chairs and tables in the room available for use. If you would like to use the chairs and tables, the set up and pack down of these items is not included in the hire fee.					
Starting Date		Starting Time (Including setup)		am/pm		
Finishing Date		Finishing Time (Including pack down)		am/pm		
Expected Attendance		Alcohol Consumption (If yes – please read T&C's below carefully)	Yes	No		
Do you require after-hours access procedures and a key?	Yes	No	Person Responsible:			
			Contact Number:			
Disclaimer: Please note that if the room is not left in the same condition it was found, it can result in a loss of bond. This includes tables and chairs being put away, floor vacuumed, and any crockery that is used is cleaned and put away.						
DESCRIPTION OF CATEGORIES						
Commercial - Group or Individuals that generate income for personal payment or profit; State/Federal Government Agencies				<input type="checkbox"/>		
Community - Groups or Individuals that undertake activities that do not generate income for personal profit; are an incorporated body; recognised not for profit				<input type="checkbox"/>		
Service - Single Entity Local Enterprise providing a service, event, or activity for the benefit of the Local Community; A School				<input type="checkbox"/>		
Shire Use - only for events run/funded by the Shire of Wongan-Ballidu				<input type="checkbox"/>		
ACKNOWLEDGEMENT OF TERMS AND CONDITIONS						
A booking will not be confirmed until payment of bond has been received at the Wongan Hills Community Resource Centre and received.						
If you are having an event where alcohol is sold, please go to Department of Racing Gaming & Liquor website to obtain a Liquor Licence http://www.rgl.wa.gov.au . For both sale of alcohol and BYO a letter requesting permission will need to be made to the Community Resource Centre requesting approval to have Liquor at the venue. Your booking WILL NOT be finalised until all paperwork is received.						
I have read and agree to abide by all conditions in relation to the Conditions of Hire agreement for the Wongan Hills Community Resource Centre Function and Training Room and in addition accept all fees as detailed above and agree to pay these fees prior to usage.						
Signature of Hirer: _____			Date: ___/___/___			
Payment						
The CRC will contact you for payment following confirmation of your booking. You can pay for your booking via credit card, cash or cheque. Please note payment must be made prior to booking.						
OFFICE USE ONLY						
Fees and Charges	Date Paid	Date Refunded	Received By			
Booking Fee						
Key Bond						
Alcohol Free Room Bond						
Alcohol Room Bond						
Balance of Booking						
Booking Made in CRC Calendar						

1. USING THE WONGAN HILLS CRC FUNCTION AND TRAINING ROOM

- 1.1. A bond of \$150.00 including GST must accompany applications for hire of functions without alcohol. A bond of \$500.00 including GST must accompany application for hire for functions with alcohol. No tentative bookings will be taken, and in addition, bookings of greater than 12 months in advance cannot be made. The bond will be refunded within 14 days after hire date on the provision that the Function and Training Room has been left in a satisfactory condition following hire.
- 1.2. A key bond of \$50.00 is required before keys will be signed out to the hirer. The hirer is responsible for the key and its return. Where keys are lost the Hirer will be charged for their replacement.
- 1.3. When cancelling a booking the hirer has the option in choosing another date and transferring bond and charges already paid to a new date (dependent on availability).
- 1.4. Failure to pay the bond prior to usage of the Wongan Hills Community Resource Centre Function and Training Room may result in the cancellation of the booking.
- 1.5. It is the responsibility of the hirer to REMOVE ALL RUBBISH, this can be disposed of in the bins provided at the end of the building nearest the staff parking. Excess rubbish will need to be disposed of responsibly.
- 1.6. Any damage or loss incurred above the value of the bond charged will be billed and become a debt to the hirer.
- 1.7. A minimum of 48 hours' notice is required prior to a booking to enable Management to ensure that the Wongan Hills Community Resource Centre Function and Training Room has been adequately cleaned between bookings. Should bookings be received within less than 48 hours' notice Council cannot guarantee that the Function and Training Room would have been cleaned prior to the booking. Inspection will be undertaken within 1 working day after hire or prior to the next booking where practical.

2. USING THE WONGAN HILLS CRC FUNCTION AND TRAINING ROOM

- 2.1. The Hirer shall maintain decent behaviour in the Function and Training Room.
- 2.2. The Hirer shall be solely and entirely responsible for the carrying out of these conditions, and for any damage to the - building, fixtures, fittings, furniture, and crockery and shall pay such damages as shall be assessed by Management.
- 2.3. Smoking is not permitted in the Wongan Hills Community Resource Centre Building, and it is the responsibility of the Hirer to enforce this policy.
- 2.4. The driving of nails, screws, tacks, or pins etc into and the use of adhesive tape and other adhesive material of any description onto, any walls, woodwork, furniture, fittings or furnishings is strictly prohibited
- 2.5. If keg beer is used it may only be served from the bar area.
- 2.6. Ensure that all emergency exit doors remain free from obstructions.
- 2.7. The Hirer must ensure that the provisions of the health (Public Buildings) Regulations 1992 are complied with which includes controlling crowd numbers. They are not to exceed the authorised amount of people as shown on the Certificate of Approval.

3. UPON LEAVING THE WONGAN HILLS CRC FUNCTION AND TRAINING ROOM

- 3.1 Security
 - o 3.1.1 All windows and doors have been secured and wiped down
- 3.2 Services
 - o 3.2.1 All lights, heaters and air conditioners have been turned off and wiped down.
 - o 3.2.2 All water taps are turned off and wiped down.
 - o 3.2.3 All stove elements and ovens are turned off and wiped down.
 - o 3.2.4 All urns are turned off and emptied of water and wiped down.
 - o 3.2.5 All fridges are cleaned and turned off and the doors left open/ajar and wiped down
- 3.3 Equipment
 - o 3.3.1 All tables and chairs are wiped clean and stacked away in the positions indicated using the trolleys provided as necessary.
 - o 3.3.2 All cleaning equipment is returned.
 - o 3.3.3 All crockery and cutlery used are washed, dried, and stacked away in the cupboards.
 - o 3.3.4 All breakages are to be reported to the Wongan Hills Community Resource Centre at the earliest opportunity.
 - o 3.3.5 Under no circumstances is equipment to leave the Wongan Hills Community Resource Centre.
- 3.4 Cleaning
 - o 3.4.1 All floors are mopped, and cupboards, sinks, stoves, and refrigerators wiped in the kitchen and bar as necessary.
 - o 3.4.2 All cleaning must be completed within the time specified on the Hire Application Form. Another booking must be made for the following day if cleaning is not completed within this time frame.
 - o 3.4.3 All toilets are to be swept and all rubbish removed, and surfaces wiped down.
 - o 3.4.4 All refuse and cigarette butts should be swept and removed from front entrance.
- 3.5 Keys
 - o 3.5.1 Keys can be collected from the Wongan Hills Community Resource Centre Reception on the day prior or day of the booking (on a normal working day). The hall must not be used outside of booked time. Set-up and clean-up are considered part of the days booked.
 - o 3.5.2 All keys are to be returned to the Wongan Hills Community Resource Centre Reception by the next available working day.
 - o 3.5.3 When keys are lost the Hirer will be charged for replacement.