



Wongan Hills

**Community
Resource
Centre**

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

BOARDROOM AND SMALL OFFICES HIRE AGREEMENT

CONTACT INFORMATION							
Name				Email			
Organisation					Phone		
Address							
Starting Date				Start Time (Including setup)			am/pm
Finishing Date				Finish Time (Including pack down)			am/pm
Please tick the room type you require:	Boardroom <input type="checkbox"/>			Small Office <input type="checkbox"/>			
Equipment (Tick all that apply)	Whiteboard <input type="checkbox"/>	Audio Visual Equipment (Additional fees apply) <input type="checkbox"/>			Laptop (Additional fees apply) <input type="checkbox"/>		
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, this may result in the loss of your bond.							
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"/>
ACKNOWLEDGEMENT OF TERMS AND CONDITIONS							
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 Boardroom and Small Offices and in addition accept all fees applicable to this booking 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			
Room Bond			
Key Bond			
Balance of Booking			
Booking Made in CRC Calendar			
Small Office Number (if applicable)			

1. USING THE WONGAN HILLS CRC BOARDROOM AND SMALL OFFICES

- 1.1 A bond of \$100.00 including GST must accompany applications for hire of functions. 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 Boardroom or office 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 Boardroom or Office 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 Where cleaning is not satisfactory, and rubbish is not removed, the hirer will be charged \$60.00 per hour for the cost of undertaking this work.
- 1.7 Any damage or loss incurred above the value of the bond charged will be billed and become a debt to the hirer.
- 1.8 A minimum of 48 hours' notice is required prior to a booking to enable Management to ensure that the Wongan Hills Community Centre Boardroom or Office has been adequately cleaned between bookings. Should bookings be received within less than 48 hours' notice Council cannot guarantee that the Boardroom or Office 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 BOARDROOM AND SMALL OFFICES

- 2.1 The Hirer shall maintain decent behaviour in the Boardroom.
- 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 Ensure that all emergency exit doors remain free from obstructions.
- 2.6 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 BOARDROOM

- 3.1 Security
- 3.1.1 All windows and doors have been secured and wiped down
- 3.2 Services
- 3.2.1 All lights, heaters and air conditioners have been turned off and wiped down
 - 3.2.2 All water taps are turned off and wiped down
- 3.3 Equipment
- 3.3.1 All tables and chairs are wiped clean, in the Boardroom, or Office.
 - 3.3.2 All cleaning equipment is returned.
 - 3.3.3 All crockery and cutlery used are washed, dried, and stacked away in the cupboards.
 - 3.3.4 All breakages are to be reported to the Wongan Hills Community Resource Centre at the earliest opportunity.
 - 3.3.5 Under no circumstances is equipment to leave the Wongan Hills Community Resource Centre.
- 3.4 Cleaning
- 3.4.1 All cupboards, sinks and benchtops to be wiped down in the boardroom.
 - 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.
 - 3.4.3 All refuse and cigarette butts should be swept and removed from front entrance.
- 3.5 Keys
- 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 Boardroom must not be used outside of booked time. Set-up and clean-up are considered part of the days booked.
 - 3.5.2 All keys are to be returned to the Wongan Hills Community Resource Centre Reception by the next available working day.
 - 3.5.3 When keys are lost the Hirer will be charged for replacement.

1. USING THE WONGAN HILLS CRC BOARDROOM AND SMALL OFFICES

- 1.1. A bond of \$100.00 including GST must accompany applications for hire. 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 Boardroom OR Office may result in the cancellation of the booking.
- 1.5. Where cleaning is not satisfactory, and rubbish is not removed, the hirer will be charged \$60.00 per hour for the cost of undertaking this work.
- 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 Centre Boardroom and Offices have 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 BOARDROOM

- 2.1 The Hirer shall maintain decent behaviour in the Boardroom and Small Offices
- 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 Ensure that all emergency exit doors remain free from obstructions.
- 2.6 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 BOARDROOM

- 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
- 3.3 Equipment
 - o 3.3.1 Tables and Chairs will be tidied and packed away by the Wongan Hills Community Resource Centre Staff
 - o 3.3.2 Wongan Hills Community Resource Centre Staff will ensure that all crockery and cutlery used are washed, dried, and stacked away in the cupboards.
 - o 3.3.3 All breakages are to be reported to the Wongan Hills Community Resource Centre at the earliest opportunity.
 - o 3.3.4 Under no circumstances is equipment to leave the Wongan Hills Community Resource Centre.
- 3.4 Cleaning
 - o 3.4.1 Commercial Hire includes cleaning by Community Resource Centre Staff. Any cleaning deemed by Management to be excessive will incur a cleaning fee of \$60.00 per hour.
- 3.5 Keys
 - o 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 Boardroom or Office must not be used outside of booked time. Set-up and clean-up are considered part of the days booked.
 - o 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.