

**2022**

**Room hire Booking form**

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| --- | --- | --- | --- | --- | --- | --- |
| Name of Organisation/Group | |  | | | | |
| Postal Address | |  | | | | |
| Contact Person(s) | | 1. | 2. | | | |
| Phone Number | | 1. | 2. | | | |
| Email Address | | 1. | 2. | | | |
|  | | | | | | |
| Person Taking Key/Phone No. | |  | | Date Taken | |  |
| Key Number | |  | | Date Returned | |  |
|  | | | | | | |
| Room | | Kerferd Room  Consulting Room  Kitchen  Coffee Hub  Courtyard Room  Computer Room  Cubby | | | | |
| Hire Duration | | Hour(s):\_\_\_\_\_\_\_  Half Day  Full Day | | | | |
| Number of Participants | | 9 | | | | |
| Equipment Required  The Community House is equipped with a fully functional kitchen subject to availability. Tea and Coffee is available at a cost of $2.00 (GST included) per head. | | Tables  Number:  Chairs  Number:  Kitchen Facilities  Tea/Coffee  Portable Screen  Microphone & Amplifier  Data Projector  Portable Whiteboard  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
|  | | | | | | |
| Public Liability Insurance – Certificate of Currency has been presented, copied and attached to this form. | | | | | | |
| Copied and attached – Date | |  | Expiry Date | |  | |
|  | | | | | | |
| Amount per Hire (GST included)  **$** | Payment Arrangements | Cash  Cheque  Eftpos | | | | |
| Monthly  Quarterly  Yearly  Other: | | | | |
| Invoice required  Ordinary Receipt | | | | |
| Date and Time required or refer attached for ongoing dates | |  | | | | |
| Notes | |  | | | | |

**ROOM HIRE RATES, TERMS AND CONDITIONS – 2022**

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| --- | --- | --- | --- |
| **All prices inclusive of GST** | **Support Group**  **No Funds** | **Community**  **Groups** | **Commercial**  **Users** |
| Kitchen, Kerferd Room,  Courtyard Room, Cubby,  Consulting Room | Per Hour $5.00  Half Day $16.00  Full Day $33.00 | Per Hour $11.00  Half Day $28.00  Full Day $55.00 | Per Hour $13.00  Half Day $44.00  Full Day $82.00 |
| Computer Room | If your group requires exclusive use of the computer room a fee of $33.00 per hour will apply. | | |

All room hire includes the use of our equipment such as microphone and amplifier, projector screen, data projector, pin and white boards, tables and chairs.

Times for half day bookings are as follows: 9:00am – 1:00pm, 1:00pm – 5:00pm

**COVID SAFETY**

Hirers are responsible for compliance with Covid regulations, restrictions and health and safety measures as directed by Tatura Community House. They need to ensure that all participants check in with the Service Victoria App and practice good hygiene (sanitise/wash hands).

**INSURANCE**

All users, if not a part of the Tatura Community House Program, must provide a copy of their organisation’s Certificate of Currency of their public liability insurance policy.

**FOOD HANDLING**

Hirers are responsible for their own food safety procedures and storage which are required to meet Government Health Regulations and Covid regulations.

**CATERING**

Tatura Community House can supply tea/coffee/milk at a cost of $2.00 per head.

We are happy to arrange catering for your group, please contact the Manager to discuss. The Community House is equipped with a fully functional kitchen - subject to availability.

**EQUIPMENT HIRE (OFFSITE)**

Microphone & Amplifier - $30.00 , Gazebos - each $30.00. A bond of $30 is payable for each piece of equipment at time of hire. We also hire out chairs (POA).

**ROOM CONDITION**

Rooms and facilities must be left clean and tidy after use, tables and chairs wiped down with provided detergents. Any damage or breakages must be reported to the Manager. Hirers are liable for the replacement or repair cost of any damage or breakages. Hirers are liable for cleaning costs if rooms or equipment require extra cleaning or maintenance due to hirer’s activities.

**CANCELLATION CHARGES**

a) Cancellation- Same day or non-attendance Full fee will be charged

b) Cancellation- Short notice – day prior $11.00

c) Cancellation- Adequate notice – two days prior or more No charge

|  |
| --- |
| Date/Signature of Hiring Group Representative: |
| Date/Signature of Tatura Community House Manager: |