

POLICY FOR VENUE HIRE

1. Application for the use of the premises should be made on the appropriate application form. The applicant will sign the form and agree to comply with the conditions of the hire. The Manager may, if in doubt, refer any application to the Board of Directors (the Board) for approval. The decision of the Board/Manager will be final.

Brunswick Neighbourhood House has the right to cancel booking arrangements or not to accept groups or individuals whose activities may be in breach of State or Federal laws, or involve any behaviour that is likely to contravene Local Government Regulations or to generally cause offence to the public.

Unacceptable behavior would include, but is not limited to, accessing pornography, advice about carrying out illegal activities, or racist, sexist or violent activities, groups or individuals.

2. Venue hire is on the condition that:
 - a. the venue is not used for the purpose of a teenage or 21st birthday party.
 - b. no excessive noise or amplified sound is made that is likely to cause complaint.
 - c. no alcohol is sold or consumed without written House approval.
 - d. no smoking is permitted on the premises, including courtyard, or within 5 metres of the building.
 - e. the venue is left clean and tidy.
3. House hire fees and deposit must be paid prior to the use of the Venue.
4. House hire fees and deposit of \$200.00 will apply as:
 - a. A guarantee of the fulfillment of the conditions of hire.
 - b. A security against damage to the buildings and the disappearance or damage to the equipment or any fittings or furniture contained in the building.
 - c. A security against any cleaning required as a result of the hirer.
 - d. A security to cover any costs associated with the incorrect operation of the alarm system.
When collecting key prior to hire, please read carefully the Security Alarm System instructions. If these procedures are not followed, a patrol from the security company will be sent and extra costs will be passed onto the hirer.
 - e. A security to cover costs associated with the loss of the key.
5. The Staff will determine if damage to the building, equipment, fittings or furniture has occurred and the cost of the required cleaning, repair or replacement. The hirer will be liable on demand to pay any further amount in excess of the deposit to meet these costs.
6. The key must be picked up on the Thursday - between 9am and 3pm - prior to the booking taking place and be returned the following working day.

DECLARATION:

I accept the outlined conditions concerning the hire of the venue and take full responsibility in ensuring the safe and proper use of the facilities of BRUNSWICK NEIGHBOURHOOD HOUSE

NAME: _____

SIGNATURE: _____ DATE _____

BRUNSWICK NEIGHBOURHOOD HOUSE APPLICATION FOR VENUE HIRE

DETAILS OF HIRER

NAME: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

ORGANISATIONS/GROUPS ONLY

NAME OF ORGANISATION/GROUP: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ EMAIL: _____

IS YOUR GROUP NOT FOR PROFIT? NO YES

DETAILS OF USE

DATE OF HIRE: _____

TIMES REQUIRED: FROM _____ am/pm TO _____ am/pm

WHICH VENUE DO YOU WISH TO USE: 43A DeCarle Street / 18 Garden Street

WHAT ROOM/SPACE DO YOU WISH TO USE: _____

PURPOSE OF USE: _____

HOW MANY PEOPLE WILL BE ATTENDING? _____

PUBLIC LIABILITY INSURANCE

- I have a current public liability insurance certificate and will provide a copy to BNH, OR
- I do not have public liability insurance. A fee of \$12 per session booked is required to cover the hirer for insurance purposes.

OFFICE USE ONLY

HIRE FEE / INSURANCE: \$ _____

DATE KEY RETURNED: _____

DATE PAID: _____ CASH / EFT REC # _____

DEPOSIT RETURNED: CASH / EFT REC # _____

\$200 DEPOSIT PAID & KEY COLLECTED

SIGNATURE OF HIRER: _____

DATE: _____ CASH / EFT REC # _____

STAFF SIGNATURE: _____

SIGNATURE OF HIRER _____