

Hire Contract

Name: _____

Organisation (if applicable): _____

Address: _____

Phone: _____ Email: _____

Second/Emergency Contact: _____

Description/type of function: _____

Est numbers: _____ Please circle: Main Area & Kitchen / Meeting Room

Day/Date of Booking: _____

Booking start time (including set up): _____

Booking finish time (including clean up): _____

(NOTE: Weekday finish time must be by 10.30pm, Friday & Saturday by 12midnight)

Bank Details Bond Refund Post Event. Bonds are transferred to your nominated account the following week providing centre conditions are adhered to.

Account Name: _____

BSB: _____ Account Number: _____

How did you hear about Fulham Community Centre? _____

I acknowledge and accept the Conditions of Hire and that Fulham Community Centre's insurance does not cover my function held here or its participants. I acknowledge and accept all liability for any damage to the premises caused by my guests or me during the period when the premises are hired. Regular hirers must have own insurance.

I understand a key orientation must be completed in the week prior to the event during the centre opening hours.

I understand I am required to give a minimum of 14 days' notice cancellation to ensure deposit refund.

Signed: _____ Date: _____

Direct Deposit Account Name: **Fulham Community Centre**

BSB: **633 000**

Account Number: **167802115**

Reference: Please use your hiring name

Email payment details to: admin@fulhamcc.com.au

The below will be deducted if the following occurs:

- \$50 loss of letterbox key
- \$150 loss of master key (red key)
- \$50 removal of excess rubbish in outside bins
- \$250 if building is left unlocked/unsecured
- \$50 for rubbish put into wrong bins
- \$50 if storeroom is left untidy/unorganised
- \$70 per hour for cleaning charge
- Damage at cost
- Overtime hire at cost

Signed by hirer: _____

OFFICE USE ONLY:

Total number of hours required: _____

_____ @ \$45 per hour = \$ _____

_____ @ \$65 per hour = \$ _____

Total hire cost = \$ _____

Bond = \$ _____

Full cost incl. bond = \$ _____

30% deposit = \$ _____ paid on: _____

Balance of payment = \$ _____ paid on: _____

Key issued on: _____

Keys returned: _____

Bond approved for release: _____ **(signed)**

Bond deductions: _____

Bond returned on and amount: _____