

# COLLIE COMMUNITY HOUSE

## Room Hire

User Group Name: \_\_\_\_\_

Community group/Not for Profit

Corporate / Business

Contact Person: \_\_\_\_\_

Contact Phone Number: Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please provide details of person responsible for invoice/accounts if not user group as shown above

Contact Person: \_\_\_\_\_

Contact Phone Number: Work \_\_\_\_\_

Mobile: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Emailing Address: \_\_\_\_\_

### ROOM REQUIRED

Activity Room (Seats 30-40 people)

Meeting Room (Seats 10 people)

Small Counselling Room

Front Office Room

Crèche Room

Large Counselling Room

Purpose of Hire \_\_\_\_\_

**DATES REQUIRED** Start: \_\_\_/\_\_\_/20\_\_ to Finish: \_\_\_/\_\_\_/20\_\_

# COLLIE COMMUNITY HOUSE

## DAYS AND TIMES

(Please include set up and clean up time to ensure bookings are not overlapped)

Monday	Time required _____ to _____
Tuesday	Time required _____ to _____
Wednesday	Time required _____ to _____
Thursday	Time required _____ to _____
Friday	Time required _____ to _____
Saturday	Time required _____ to _____
Sunday	Time required _____ to _____

Expected Numbers Attending: \_\_\_\_\_

- Tea and coffee
- 1-10 people \$10
- 10-20 people \$20
- 30 or more How many? \_\_\_\_\_

Will you be attending during school holidays? YES  NO

Does your user group have its own public liability insurance? YES  NO

## Terms and Conditions of Room Hire

### **PLEASE SIGN IN AND OUT AT THE FRONT DESK**

**1. Hire of the Collie Community House, entitles you to the exclusive use of:**

- The room hired
- The playground or outside space attached to the room hired
- Shared use of the attached kitchen

**2. The room, kitchen and outside space need to be returned daily to the same standard in which you found them.**

- All tables used to be cleaned
- The floors to be vacuumed
- All crockery, glass wear and cutlery are to be washed, dried and put away
- The verandas to be clear of debris
- All rubbish is to be disposed of in the appropriate bin
- The oven to be cleaned of any food residue
- The microwave inside to be wiped after use

**Should extra cleaning be required by Centre staff, your group will be charged.**

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**3. The Collie Community House reserves the right to impose reimbursement charges, should any of the following occur:**

- Air conditioning/heater/fans left on overnight
- Projector left on
- Front or back door left unlocked or open
- Building not being alarmed

Before vacating the building please check if any other persons are in the building. Should you be the last group to leave, please ensure the alarm is activated and doors are locked. Failing to activate the security system will incur a call out fee which be invoiced to your group for payment.

For the safety and security of patrons whilst using the centre during the evening please lock the front door whilst your group is in progress. Should someone in your group be running late there is a red door bell located on the external foyer wall on the left at the front door.

**4. Please provide one week notice of any cancellations to avoid charges of room hire.**

**I have read and accepted the above conditions.**

**Name:**

**Signed:** \_\_\_\_\_ **Date:**

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## ROOM HIRE FEE STRUCTURE

The centre offers room hire for the Activity Room, Meeting Room, Small Counselling Room, Front Office Room and Crèche. Room Hire operates under a 2 tier fee structure, being:

- 1) Community – These are individuals and groups that offer a community service with no purpose for generating a profit.
- 2) Corporate/Business/For Profit – These are individuals and groups who operate with the purpose of making a profit, including business and government

Any issues or queries regarding payment of room hire or which fee structure applies should be discussed with the Administration Officer.

### ROOM HIRE FEES

#### Community Groups/Not for Profit

\$16 per hour /per room

\$62.50 – Half Day (4 hours)

\$100.00 - Full day (8 hours)

Room hire fees are inclusive of GST

#### Corporate/Business

\$32 per hour /per room

\$125.00 – Half Day (4 hours)

\$200.00 – Full Days (8 hours)

Room hire fees are inclusive of GST

**Room hire includes:** Whiteboard, kitchen facilities, tables, chairs, data projector, DVD player and TV.

Please note room hire fees are based upon financial years with state CPI increases applicable at the commencement of each new financial year.