



GOODWOOD
COMMUNITY
SERVICES INC.

Casual Hire Agreement - 2018

GOODWOOD COMMUNITY CENTRE

32-34 Rosa Street Goodwood SA 5034
Phone: 08 8272 7148 Email: bookings@gwcs.org.au

This form is to be completed, signed and returned to Goodwood Community Service Inc. before your booking will be confirmed. Once your completed hire agreement is received an invoice will be raised for the full hire fee and bond (\$1000 main halls and \$200 meeting rooms), which is due and payable 2 weeks prior to your hire date. **Hire Agreement will not be accepted as completed until signed, including Conditions of Hire page initialled.** Please double check that all areas are completed, and that dates and times are correct. The invoice will be emailed to the address listed on hire agreement.

HIRER DETAILS

NAME OF GROUP / ORGANISATION: _____

CONTACT PERSON: _____

POSTAL ADDRESS: _____ SUBURB: _____ POST CODE: _____

CONTACT NUMBER: _____ EMAIL: _____

BOOKING DETAILS

DATE OF HIRE: _____ DAY: _____

START & FINISH TIME (Must include time to setup your function and clean after your function) _____ NUMBER OF HOURS: _____

TYPE OF ACTIVITY: _____ NUMBER OF PEOPLE ATTENDING: _____

AREA REQUIRED & HIRE FEES PER HOUR

Venue	Hourly Rate Day	Hourly Rate Weekend
	Monday - Thursday all day & Friday before 5pm	Friday after 5pm ALL day Saturday and Sunday
<input type="checkbox"/> Banquet Room and Kitchen	74.00	100.00
<input type="checkbox"/> Activity Hall	47.00	74.00
<input type="checkbox"/> Banquet Room, Activity Hall and Kitchen	121.00	173.00
<input type="checkbox"/> Boardroom	17.00	23.00
<input type="checkbox"/> Interview Room	8.00	11.00
<input type="checkbox"/> Rosa Street Office	16.00	21.00
<input type="checkbox"/> Community Office	12.00	14.00
<input type="checkbox"/> Entire Facility	184.00	255.00

Green Space (This space must be booked through the City of Unley by phoning 8372 5111 after confirming booking with Goodwood Community Centre)

AVAILABLE PACKAGES

<input type="checkbox"/> Quiz Package Friday Night 1 Hall	475.00	<input type="checkbox"/> Quiz Package Friday Night both Halls	685.00
<input type="checkbox"/> Quiz Package Saturday Night 1 Hall	580.00	<input type="checkbox"/> Quiz Package Saturday Night both Halls	790.00
<input type="checkbox"/> Children's Bouncy Castle Party Activity Hall	210.00	<input type="checkbox"/> Children's Bouncy Castle Party Banquet Hall	315.00
<input type="checkbox"/> Children's Indoor Soccer Party Activity Hall	160.00	<input type="checkbox"/> Children's Indoor Soccer Party Banquet Hall	265.00

Catering packages are available for hire during business hours – Please refer to the catering form for prices

Please note: Quiz Packages are from 5pm – Midnight

Children's Party Packages are 9.30am-12.30pm or 12.30pm-3.30pm Saturday or Sunday

ADDITIONAL ITEMS FOR HIRE

<input type="checkbox"/> Data Projector	\$68.00	<input type="checkbox"/> Wireless Mic (each) qty _____	\$21.00	<input type="checkbox"/> TV/DVD	\$53.00
<input type="checkbox"/> Portable PA System	\$68.00	<input type="checkbox"/> Wall Opening	\$126.00	<input type="checkbox"/> Headphone Set	\$21.00
<input type="checkbox"/> Bouncy Castle	\$158.00	<input type="checkbox"/> Bingo Machine	\$53.00	<input type="checkbox"/> Party Hire Toys	\$20.00

ACKNOWLEDGEMENT OF CONFIRMATION

I/We:

- Confirm this booking and agree to be bound by the Conditions of Hire;
- Ascertain that the information provided is true and correct and that I am over the age of 18
- Have completed all areas of the Hire Agreement
- Wish to receive email correspondence from Goodwood Community Services Inc. on centre updates
- Have supplied a copy of driver's licence or supporting documentation

NAME: _____ SIGNED: _____ DATE: _____ / _____ / _____

OFFICE USE ONLY: Entered on Calendar Invoiced Paid Equipment Collected Equipment Returned

Goodwood Community Centre Conditions of Hire

All hirers are required to enter into a written hire agreement. These conditions form part of the hire agreement.

1. FUNCTION DESCRIPTION

- At the time of your booking, provide full details of booking including catering and liquor
- Advise of any noise that may affect other users of the centre i.e. music, singing.
- The Management of the Centre holds the right to refuse or cancel bookings they regard as unsuitable or out of keeping with the Centre's values or if the venue is used for a purpose other than what has been specified on the Hire Agreement.

2. BOOKING

- The Hirer must be over the age of 18 years and is not transferable.
- The Hiring Agreement must be signed by the authorised person of the organisation hiring the venue. The nominated Hirer is responsible for the booking and all its conditions
- Bookings will only be accepted once a booking form and deposit has been received.
- Be aware of the time required for your function. Allow extra time for setting up, cleaning and packing away equipment, to your function time. These times must be followed and an extension of the time will be subject to an additional charge.
- The Hirer is liable for any damage to property of the Centre.

3. INVOICING

- On receipt of the booking form and deposit, an invoice will be raised and emailed listing fees including bond, indicating deposit paid.
- Full payment is required 2 weeks prior to the booked date and time, no further invoice will be sent.
- Groups and Not for Profit Organisations will need to provide proof of their organisation if not known by Centre Management to be eligible for any discount available.

4. CANCELLATIONS

By Hirer:

- Cancellation must be in writing and cancellation charges are as follows (excluding bond):
 - All cancellations are subject to a \$40 administration fee plus;
 - 15 or more working days' notice prior to function date 10% of total hire.
 - 14 or less working days' notice prior to function date 50% of total hire.
 - 7 or less working days' notice prior to function date 100% of total hire.
- If payment has been received for hire the refund will be paid as per 4.1.

5. BOND PAYMENT

- A Bond will be required as security for bookings outside the normal operating time of the Centre.
- Bond is due and payable 14 days prior to booked event as per invoice details.
- The Bond will be refunded in full providing no costs were incurred during hiring.
- The Hirer is responsible for any expenses incurred by the Centre due to their function and will be deducted from the Bond. Should the expenses exceed the Bond, the Hirer is fully responsible.

6. ISSUE OF KEYS

- Keys will be issued to Hirer for access to the Centre outside the usual hours.
- Keys are collected during the week prior to function.
- This does not give the Hirer access to the Centre outside the hours of hire. If this is required, it must be negotiated and approved at time of hire.
- Keys must be returned within two working days after the function.
- Permanent or Regular Centre users will be issued with a key to an authorised person. The holder will sign for the key and should the group wish the key be issued to another person, details of transfer must be advised to the Centre.
- The key holder is responsible for any misplacement or loss of key and will be charged with the cost of new keys and the provision of new locks.
- If a call out is required due to lost or misplaced keys a charge will be incurred.

7. SECURITY

- The Centre holds the right to random inspections as part of its after-hours security process.
- Emergency Exit Doors are to be used in an emergency only and must be kept clear at all times.
- Security Guards, provided by the Hirer, may be requested at the discretion of Centre Management based on the following factors:
 - Type of event
 - High number of attendees
 - If function classified as a 'High Risk' event by the Centre Management.
- The Hirer is responsible for the securing of the premises when leaving and must:
 - Switch off all electrical appliances, oven (gas), lighting and air-conditioning, fans and heaters.
 - Lock all windows and doors.
 - Return all furniture to correct positions.
 - Check all taps are turned off.
 - Ensure toilets are clear of patrons.

8. MUSIC, NOISE AND ACCESS TO PARK AREA

- The times music and noise must cease are as follows:
 - Friday and Saturday 1 am. All noise, music to cease at midnight. Guests to leave by Midnight.
 - Sunday to Thursday 11.30pm. Music and noise to cease by 11pm. Guests to leave by 11pm.
 - There is to be **no** access to the park after 6pm weeknights and 8pm weekend - fines apply
- Hirers are required to respect the rights of nearby residents at all times.
- Hirers should ensure all guests leave the premises promptly and quietly.
- Failure to do so and a complaint is received, part of the Bond will be forfeited.
- Attendance of the SA Police will result in total forfeiture of the Bond.
- Due to separate areas being hired, noise may impact other hirers. Guests should be advised of this.

9. CATERING AND FOOD SAFETY

- Organisers of events involving the preparation and/or sale of food are required to adhere to Food Safety Standards. More information can be obtained at www.foodstandards.gov.au
- Do NOT dispose of cooking oil down any internal or external drains, sinks or toilets.
- BBQ's or Spits must NOT be used close to the building as they may activate the smoke detectors.
 - Drops sheets must be used to avoid any grease spilling onto the lawn or pavers.
 - Any equipment used by the Hirer must be replaced as found.
- Hirers must agree with Centre Management for delivery and collection of goods. Delivery and collection must occur during booked and paid hours Costs may be incurred for storage of any items or equipment for function prior to event.
- All cooking to be done in the kitchen. NO COOKING is allowed in halls/rooms or passageways.

10. LIQUOR

- Where liquor will be either sold or consumed on the Centre premises, the Hirer must provide proof of any applicable, current and valid temporary or small booth Licence.
- Where liquor will be either sold or consumed on the Centre premises, the hirer must nominate a Responsible Person at time of hiring.
- Where alcohol is being sold or served by a contractor or independent person, the bar staff/contractor engaged by the hirer must provide a copy of the "Provide Responsible Service of Alcohol" Certificate of at least one person who will maintain responsibility of the serving of the alcohol.
- Further information about requirements for Liquor Licensing can be obtained at Consumer and Business Services <https://secure.cbs.sa.gov.au/LimitedLicence/>
- When applying for a Liquor Licence a copy of your application must be sent to the City of Unley at POBox1@unley.sa.gov.au Once your application is received by the City of Unley they will send a letter of approval to Liquor Licensing.

11. EQUIPMENT AND FURNITURE

- Hire fees do not include setting up of seating, tables or hire equipment before or after the function.
- The Hirer is responsible to return all furniture to pre-hired positions. Failure to do so will incur a cost to the Hirer deducted from the bond.
- Hire fees do not include the provision of linen, cutlery, crockery, cookware, glassware or refreshments. These are the responsibility of the Hirer.
- All cleaning products i.e. dishwashing liquid/powder, tea towels and garbage bags are not supplied and the responsibility of the Hirer. Additional bins/boxes for rubbish collection may be negotiated with Centre Management.
- The Centre Management accepts NO responsibility for any equipment left on the premises by the Hirer.
- Any Centre equipment used by the Hirer must be returned as found. Any damage or repair expenses will be the responsibility of the Hirer and deducted from the bond

12. CLEANING

- All furniture stacked or returned to original position.
- All floors swept, mopped and vacuumed
- Tables and chairs wiped clean.
- Immediate area outside the Centre is free from rubbish and cigarette butts.
- Rubbish must be placed in plastic bags and deposited in commercial skips located in the laneway at the side of the Community Centre (Rosa Street)
- Glass, plastic and cans to be placed in recycle bins.
- Any spillage on the parquet floors to be wiped immediately to avoid warping.
- No food to be left in refrigerators or cupboards.
- All decorations to be removed. No adhesive tape or blu-tac to be used on walls and ceilings. No decorations to be hung from fans.
- All cleaning must be completed within the hire time and before securing the building.

13. PARKING

- As there is limited parking at the Centre, hiring of any facility does not guarantee parking will be always available.
- Please ensure all hirers and guest are courteous to residents, reducing noise when leaving the premise.

14. INSURANCE & INDEMNITY

- Hirers who are pre-approved to store property at the Goodwood Community Centre do so at their own risk and are advised to take out contents insurance. Goodwood Community Services Inc. takes **no** responsibility for hirer's property left at the Goodwood Community Centre and is not covered by Goodwood Community Services Inc. insurance policy.
- Management of GCS Inc. has the discretion to request the Hirer purchase Public Liability Insurance and provide the centre with a Certificate of Currency where activities are considered high risk.
- Permanent Hirers must have Public Liability Insurance in place during their hire period and a valid certificate of currency must be provided to GCS Inc. to validate. The Insurance Certificate must contain the name of the Hirer be it individual or organisation.
- The Hirer accepts that GCS Inc. does not accept any claims that arise out of negligent action or omissions of the Hirer arising from the use of the centre.
- The Hirer agrees to indemnify and to keep indemnified GCS Inc. from and against all actions, costs, claims, charges and expense whatsoever which may be brought or made or claimed against them or any of them, arising out of any Hirers negligent act or omission in relation to their hire.

15. DAMAGE

- Hirers must respect the Centre's property and the rights and belongings of other patrons of the Centre.
- No items from inside the Centre are to be taken outside of the building.
- All damage, breakages must be reported to the Centre Management as soon as practical during office hours. If they occur outside of office hours and effect the security or safety of the Centre and its patrons, the Hirer must notify the Centre's Security Company by phoning 0418 623 025.
- All loss and damage to Centre property must be paid by the Hirer. The Centre accepts no responsibility for loss or damage to any goods or equipment left at the Centre prior, during, and after the hiring period.
- All existing property, artwork, signage and fire extinguishers must remain intact and not removed.

16. EMERGENCY PROCEDURES AND POLICY

- Centre's After Hours Emergency Call out number is 0418 623 025
- In the event of an emergency during office hours:
 - Staff will announce an emergency over any sound system used by Hirer.
 - If an alarm is activated exit the building and following all instructions issued by the Chief Fire Warden in a calm and orderly manner.
 - The Hirer is responsible for all participants associated with their booking.
- Inside the building and all rooms hired, the Hirer or users must:
 - Ensure those in attendance are aware of the Fire Evacuation Plans displayed.
 - Hirer is responsible for every person attending their event or activity.
 - Fire exits and equipment are to be free of chairs, tables or equipment that may obstruct use.
 - No fire alarms, hoses or extinguishers are to be interfered with. If they are used in anyway Centre Staff must be informed. The Hirer will be responsible for the cost of inspection, repair and/or replacement of the equipment used unnecessarily.

17. GENERAL CONDITIONS

- Hirers must conduct and manage their function at all times in an orderly and lawful manner. They are responsible for advising and enforcing Centre regulations.
- Smoking is not permitted inside the Centre or within 10m of any entrance.
- Smoke machines are banned.** Use will result in **loss of Bond and any cost due to SAMFS attendance because of fire alarm activation.**
- Confetti or similar may **not** be used either inside or outside the Centre. (Rose petals are permitted)
- If candles are used on tables they **must** have a mat underneath them to prevent wax dripping on the table. Failure will result in a cleaning charge to remove wax.
- Children must be supervised at all times.
- Where the connecting wall is required to be open, the hirer or their guest must **NOT** under any circumstances operate the wall. This will be done by Centre Contractors qualified to do so in a safe manner prior to the function and closed after the function.
- Official assistance/guide/hearing dogs are permitted on the premises. Any other animal must have permission from the Centre Management to be on the premises.
- The Centre is air conditioned. However, in extreme weather should it be necessary to cancel the function the cancellation policy would be at the discretion of the Centre Management.
- The Board of Management reserves the right to review the hiring fees and set any conditions deemed necessary in the operation of the Centre.
- The Centre has a maximum capacity of 400 people at any one time.
- Subsequent requests for invoices will result in an administration fee being charged and deducted from the bond.

Initial: _____