



Facility Hire Booking Form

Date of Application _____ Booking Date _____

Facility _____

Hirer Details

Private Business Community Group

Hirer Name/ Business/Organisation.....

Address

Suburb Post Code

Telephone B/HA/H.....Mobile

Email.....@.....Driver's Licence No

Facility and Rates: Please note a **\$100 Bond** is required. Hirer is responsible for damages/ reconfiguration of equipment. Use of the yard is included but hirer is responsible to clean up any debris from rental event. Hirer must provide their own insurance. A **\$25 cancellation fee** will be retained if booking is cancelled by hirer. Membership not required.

Facility	Fee per hour	Please tick	Hours	Total \$
Bond	\$100			
Meeting/Office Room	\$35			
Childcare & Kitchen	\$35			
Hall kitchen and/or hall	\$35			

Booking Information	Payment Circle One C/Card Cash EFT Direct Debit: BSB 063842 10093095	Bond
Booking Date(s)		Bond Returned Yes No
Time of Hiring (incl. any set up and clean up time)		Receipt No
Function Type (birthday, community, business, event)		Date:
Number of people attending	Receipt No	Cancellation Fee \$25
Will alcohol be consumed Yes No (Security required and police notified for any 18 th or 21 st birthday parties)	Hirer Pre-inspection date/time:	

Purpose for venue hire and safety details

I, I understand that part or all of my bond may be retained at the discretion of the House if cleaning duties/damages and other responsibilities are not carried out satisfactorily.

Signed Dated

Terms and Conditions

Note: All Hirers need to have their own Public Liability Insurance.

All hirers are to advise ECH when accidental breakage occurs.

All hirers need to be out by 1am as the alarm is activated at that time.

Facilities

- Hall** Restored church, white interior with polished timber floor, air-conditioning and heating. Comfortably seats 36, (6 trestle tables each seating 6). Large work table in centre with work stations along the walls.
- Hall Kitchen** The Hall kitchen was completely renovated in 2012. Our commercial grade kitchen is fully equipped to cater for 36 people with crockery, cutlery and glassware. The kitchen comprises a movable work bench with special needs station, fridge/freezer, upright oven, microwave, dishwasher, washing machine and dryer, double sink, hand sink and laundry sink. A good range of cooking equipment is available for use.
- Toilets** Toilets to be used for hall hirers are the toilets next to the Church Hall next kitchen door.
- Playground** The hirer has full use of our playground. No smoking is permitted on the property. The playground is to be left the way you found it and any rubbish needs to be cleaned up. All party rubbish needs to be removed and disposed of by hirer.
- Fees** All fees must be paid for in advance. Security and key details will be supplied 2 days prior to an event when you have made a hirer pre - inspection.
- Please note: Tutors and Course hirers are not required to pay a bond.
- Bond** All bookings require a bond. The bond will be refunded after the event and after ECH has inspected stock inventory of kitchen equipment /utensils and inspection of cleanliness.

Hirer's Responsibilities

All facilities must be left clean and tidy with the following procedures carried out for the appropriate facility hire. It is the Hirer's responsibility to notify the Emerald Police of your event.

Cleaning supplies:

Hall users: Brooms/mops are located in narrow cupboard next to the front door in kitchen area. Cleaning products are located underneath the sink in the hall kitchen area. Vacuum cleaner is stored in the chair cupboard located at the back of the hall.

Cleaning:

- Sweep floor and mop if required
- Wipe down tables and put away
- Put away chairs
- Turn off lights
- Alarm when leaving
- Follow procedures displayed for food preparation, wiping down benches and washing dishes
- Wash/dishwasher, dry and put away all dishes
- Clean the sink and wipe down benches after use
- Sweep floor, mop if required. Floor to be mopped if food has been prepared
- Empty rubbish bins and take your rubbish with you please
- Place used tea towels in the basket supplied
- Turn off lights
- Alarm when leaving

Damages

Hirers are required to cover the costs of repairs for any accidental damages to facility or equipment during hire. It will be under the discretion of the House Manager(s) if any bond is to be refunded.

House Manager/Coordinator Details

Mary Farrow 5968 3881 0403 765 314 emhouse@iinet.net.au
Donna Asling 0401 631 153

Checklist

1. Read the Terms & Conditions
2. Fill in the Booking Form, pay and book your hirer pre-inspection date/time normally two days before the event or
3. Ring 5968 3881 2 days prior to your event to obtain security information and keys for the facility
4. Report to the House Manager(s) if there is damage to anything
5. Leave premises as you found it (following the Hirer's Responsibilities)
6. Take away your rubbish with you
7. Alarm and lock the facility when leaving

Please collect your bond during office hours (Mon-Wed-Fri, 10am - 3pm)