



## **Venue Hire Agreement**

**NOTE: Children's Parties are on a different form**

Name	
Organisation	
Phone	
Email	
Date of Hire	
Time Required	

### **Fee Schedule**

	Hourly	Day Rate
Playgroup & Playground (except Children's Parties)	\$10 weekdays	\$50 weekend
Meeting Room & Kitchen	\$10	\$50
BBQ	-	\$10
Refundable Bond	\$50	
Total Received		
Inspection Date/Time		
Bond Returned		

**PAYMENT: Please pay full amount in cash or transfer money to:**

**BSB 036 121 Account No: 147732.**

### **Conditions of Hire**

- Refer to Refundable Bond Return Form. **This must be signed and completed before your refundable bond is returned.**
- Your Venue Hire is for room usage only. It does not include food and drink, outdoor toys and crafts, printing, internet connection or cleaning services.
- The Hirer agrees to only use the area designated for hire.
- Key is to be returned on the first working day after the event.

**I have read and agree to the above conditions. I understand that if the premises are not left in good condition the full deposit will not be refunded, and I may be charged a cleaning fee.**

Signed	
Dated	



## **Refundable Bond Return Form:**

<b>Playgroup and Playground</b>	<b>Sign</b>
Wash, dry and put away all dishes	
Wipe all bench tops, table tops and outside table	
Remove all party decorations, inside and out	
Check toilets are cleaned, flushed, and rubbish removed	
Check playground is free of rubbish	
Sweep and mop floors	
Collect rubbish and take with you	
Turn off all electrical items – kettle, air-con/heater, lights	
Doors are locked and gates shut	

<b>Meeting Room and Kitchen</b>	<b>Sign</b>
Wash, dry and put away all dishes	
Wipe all bench tops and table tops	
All bins are emptied and food items removed	
Oven, stove and appliances are all checked and turned off	
Stove top and oven are cleaned	
Floors are swept and mopped	
Ensure room is left as you found it, with all rubbish removed	
Check toilets are cleaned, flushed, and rubbish removed	
Turn off all lights, air-con/heater	
Lock doors	

- Please ensure that any damage to the building or equipment is reported to the office when returning keys.
- In the event of the facilities being left in an unsatisfactory or unclean condition after hire an extra fee at a rate of \$40 per hour.
- For after hours emergencies, please call Jenni Oliver – 0416 688 278.
- Lost keys will be charged \$30.00

Please provide bank details for return of Refundable Bond (if approved by Centre Manager.)

BSB:	Account:
Acct Name:	

Bond Returned	
Hirer Signed	
BFCC Signed	
Date	