



**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/H .....A/H.....Mobile .....

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

**Facility and Rates:** Please note a **\$100 Bond** is required for all hire. 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. All events must finish and facility cleaned by **1am** at the latest. A **\$25 cancellation fee** will be retained if booking is cancelled by hirer.

Facility	Fee per hour	Please tick	Hours	Total \$
Membership Single	\$10 Annual Fee			
Membership Family	\$15 Annual Fee			
Bond	\$100			
Hall & Kitchen	\$35			

Booking Information	Payment Circle One				Bond	
	C/Card	Cash	EFT	Chq	Returned	Yes No
Booking Date					Bond Returned	Yes No
Time of Hiring (incl. set up and clean up time)	Hire Fee\$				Receipt No	
Function Type	Total \$				Date:	
Number of people attending	Receipt No				Cancellation Fee \$25	
Will alcohol be consumed Yes No (Security required and police notified for any 18 <sup>th</sup> or 21 <sup>st</sup> birthday parties)	Hirer Pre-inspection date/time:					

I, ..... have read the terms and conditions provided and agree to abide by these. 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 .....

**Occasional Care** Out of School Hours Care **Short Courses** Adult Literacy & Numeracy **Health & Leisure**  
 PO Box 328 Emerald 3782, 356-358 Belgrave-Gembrook Road Emerald 3782 Tel 03 5968 3881  
 Email: [emhouse@inet.net.au](mailto:emhouse@inet.net.au) [www.emeraldcommunityhouse.org.au](http://www.emeraldcommunityhouse.org.au) ABN 43 678 002 985 Incorporated A12381



# Bond Refund Request Form

To Receive a Refunded Deposit, the Hirer must **return** the Bond Refund Request Form back.

**Return Pack to ECH Reception for processing. PO BOX 328 Emerald VIC 3782 TEL: 03 5968 3881**

<b>Hirer Name:</b>	
<b>Booking Date:</b>	<b>Time of Hiring:</b>
<b>Function Type:</b>	
<b>Select Bond Amount to be returned below:</b>	

Hall & Kitchen                      \$100   

<b>Select Refund Payment Method Below</b>	
<input type="checkbox"/> <b>Cheque</b>	<input type="checkbox"/> <b>Cheque be collected from Reception</b>
Cheque payable to:	
Amount:	
Address:	
<input type="checkbox"/> <b>Direct Deposit</b>	
Name of Account:	
BSB No:	Account No:
<input type="checkbox"/> <b>To be refunded by Credit Card</b>	
Credit Card No:	Expiry Date:

Office Use Only	
Cheque No: Receipt No: Date:	Signed:



- 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). Seats 50 maximum without tables.
- 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.
- Playground** The hirer has full use of our playground. No smoking is permitted in the playground and we ask you to supply a bin for the butts to be put in, not to be left on the ground. The playground is to be left the way you found it and any rubbish needs to be cleaned up.
- Fees** All fees must be paid for in advance. Security and key details will be supplied 2 days prior to an event. A \$10.00 Membership fee is payable to cover House expenses.
- Please note: Tutors and Course hirers are not required to pay a bond.  
Facility hire is free to all Business Group Members and Community Group Members for business meetings only.
- 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.

**Hall Kitchen**

- 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

External 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 Coordinator if any bond is to be refunded.

### House Manager/Coordinator Details

Mary Farrow      5968 3881      0403 765 314      [emhouse@iinet.net.au](mailto:emhouse@iinet.net.au)  
Donna Asling                      0401 631 153

## Checklist

1. Read the Terms & Conditions
2. Filled in the Booking Form and paid
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/Coordinator 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 – Fri 9am -4pm)