



## **TERMS AND CONDITIONS FOR ROOM HIRE 2023**

### **General Terms & Conditions**

- On leaving, the doors must be locked; the heater, lights and all electrical appliances must be turned off.
- All areas are to be left in the safe and clean condition they were presented in. Dishes must be washed, dried and put away. **Rubbish must be removed** and tables packed away.
- The said "Hirer" is responsible for any damage, agrees to bear the cost of repairs as requested by the Committee of Management of Greenhills Neighbourhood House (GNH).
- A key (or passcode for key box) will be issued at the commencement of use of the venue and is to be returned upon termination of agreement or when requested by the Committee of Management. The cost of a replacement key due to loss or theft is to be the responsibility of the said "Hirer". The keys are not to be marked with the name and or address of GNH. Tags on keys to show P.O Box number only. Keys are not to be copied.
- Continued use of the venue will be at the discretion of the Committee of Management considering the needs of our community and may be terminated at any time.
- **The venue is NOT to be accessed outside of agreed hours.**
- **For weekends hire, a \$100 deposit which is deducted from the total hire cost is payable to secure your booking. The deposit is not refundable.**
- **The remaining weekend hire fee and a \$200 bond are to be paid (above and beyond the hire fee) when passcode is issued. This bond will be refunded in the week following the function once Greenhills Neighbourhood House is contacted by the hirer. The bond will only be returned if the yard and spaces are left in a clean state, rubbish removed and spaces are locked and there has been no damage done.**
- Cancellation and or alterations of use must be prior to seven (7) days of booked date and emailed in writing to [projects@ghnh.org.au](mailto:projects@ghnh.org.au). If you do not give at least 7 days notice you will be liable for your full fees. **The deposit paid to secure the weekend hire is not refundable upon the cancellation nor alterations.**
- The said "Hirer" agrees to pay the room hire fee (including G.S.T) as set and agreed to by the Committee of Management, payable upfront (for a once off class) or upon receipt of invoice. If you have any issue with the invoice, please email: [accounts@ghnh.org.au](mailto:accounts@ghnh.org.au)
- Liability Insurance coverage will be the responsibility of the said "Hirer" and a copy must be provided prior to your first day of booking.
- Contents Insurance for any equipment left on the premises will be the responsibility of the said "Hirer".
- All agreements and booking fees will be reviewed on an as needs basis to reflect the needs and interests of our community.

### **CHILD SAFE STANDARDS:**

Greenhills Neighbourhood House is committed to keeping children safe in our community. As per the advice on the website: <https://ccyp.vic.gov.au/child-safe-standards/> if you are engaging with children during your hire period here at Greenhills – we will require a copy of your working with children's card.

We would also need to be assured that you have undertaken the compulsory training for child safe standards at your workplace. Please see Janelle (coordinator) to discuss this.

### **Indemnity**

The Hirer agrees to indemnify and to keep indemnified Greenhills Neighbourhood House, its staff and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Hirer's use and occupation of Greenhills and performance or supposed performance of the Hirer's obligations under this agreement, and directly related to the negligent acts, errors or omission of the Hirer.

Note: As Greenhills Neighbourhood House has been placed on the “High Risk Register” for bushfires, we will be required to remain closed on days declared “Code Red” regardless of bookings. A full refund will be provided should this occur.