

**Valentine Community Service Organisation Inc  
PO Box 3198 Valentine 2280**

**Hall Hire Agreement**

Please return ALL three pages to [nikko01@optusnet.com.au](mailto:nikko01@optusnet.com.au) (0 is a zero)

**Conditions:**

The hirer is to pay the rental fee shown on the User Agreement and make payment within 28 days of booking the facility. Name and address of person responsible for payment of accounts to be provided to the Valentine Community Service Organisation Inc

The hirer must ensure that music and noise levels are kept to an acceptable level

The hirer must ensure there is no smoking within the building and grounds

The hirer must ensure the facility is clean and left in a tidy condition before vacating the facility at the end of the time of hire, this includes the removal of all rubbish from the building and grounds

The hirer must turn off facility lighting and secure all windows and doors before vacating the facility at the end of the time of hire

The hirer must pay any costs incurred for cleaning, repairing or replacing any part of the premises, its fixtures, fittings or equipment damaged or destroyed during the hire period

The hirer is to return the keys for the facility to the arranged location at the earliest opportunity following the end of the time of hire, unless a key has been issued to the hirer as part of the Hall Hire Agreement, and an Annual Key Deposit has been paid. If an Annual Key Deposit has been paid, and a key issued, that key is to be returned at the end of each calendar year. In the event the keys are lost, the Valentine Community Service Organisation Inc will invoice the hirer to recover the costs of replacing keys and change of locks if required

The hirer accepts full responsibility for any loss or damage to any personal property (including money, jewellery and credit cards); and property on hire or loan, which is in the facility in connection with or because of its hire

The hirer accepts responsibility for the facility grounds and surrounding environment, as hall rental also covers these areas

The hirer accepts full responsibility for damage or injuries to third parties (outside the group) as a result of wilful misconduct by the hirer or a member of the group

Incorporated associations, sporting groups or regular group hirers must provide public liability insurance for a minimum sum insured of \$10,000,000, as well as a policy for loss or damage to any property brought to or left at the facility. The public liability insurance policy must indemnify the Valentine Community Service Organisation Inc

The hirer is responsible for advising the arranged representative of the Valentine Community Service Organisation Inc should they wish to cancel an arranged booking. If adequate advice of cancellation is received no hire charge will apply

The hirer must ensure any private electrical appliance used at the facility is tested and tagged by a licensed electrician

Regular Hirers who purchase electrical appliances for use within the facility must ensure a licensed electrician inspects and tags those electrical appliances annually

No unauthorised modifications or additions to be made to the interior or exterior of the facility at any time, should the hirer wish to add any permanent or temporary structure to the facility they are to make written application to the Valentine Community Service Organisation Inc

### **Breach of Terms**

Any breach of the above terms will entitle the Valentine Community Service Organisation Inc to terminate the agreement and to require the immediate vacating of the facility

The Valentine Community Service Organisation Inc shall be entitled to recover from the hirer the cost of remedying or rectifying any breach of the agreement including legal and court costs of such recovery

I \_\_\_\_\_ agree that I have read the Conditions of the  
(please print name of hirer's representative)  
Hall Hire Agreement, and agree to abide by them. I hereby certify that the information  
supplied in this application is correct to the best of my knowledge

\_\_\_\_\_  
signed on behalf of Valentine Community Service Organisation Inc      date

\_\_\_\_\_  
signed on behalf of hirer

\_\_\_\_\_  
date

**Valentine Community Service Organisation Inc  
PO Box 3198, Valentine 2280**

**Application for the use of the Valentine Progress Association Hall  
at 20 Allambee Place, Valentine**

**Between** Valentine Community Service Organisation Inc

**And** \_\_\_\_\_ (name of hirer)

**Address** \_\_\_\_\_

**Telephone** home: \_\_\_\_\_ mobile: \_\_\_\_\_

**Purpose of Facility Hire** \_\_\_\_\_

**First date of hire** \_\_\_\_\_ **Final date of hire** \_\_\_\_\_

<b>Day(s) of the week</b>	<b>Start time</b>	<b>End time</b>	<b>Number of users</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Frequency of hire** \_\_\_\_\_

**Required in School Holidays** Yes/No

**To pay the fee of \$(insert rate) per hour (GST included) for the hire of the facility**

**Insurance** (Refer conditions of hall hire)

**Policy Holder** \_\_\_\_\_ **Insurance Company** \_\_\_\_\_

**Policy Type** \_\_\_\_\_ **Expiry Date** \_\_\_\_\_