

USAGE AGREEMENT



BETWEEN: SOUTHLAKE COMMUNITY SERVICES INC.
ABN: 92 261 619 378
Address: 143 Dora St, Morisset NSW 2264
Phone: 4973 7000 4973 7002
Fax: 4970 5388
Email: admin@southlakecommunityservices.org

AND:

Organisation:

Name: (contact)

ABN:

Address:

Phone Number(s):

Fax:

Mobile:

Email:

Status:

Please Circle One:

Not for Profit / Full Fee

I,

(User/Hirer Representative)

agree to observe the following terms relating to the hire of the Morisset Multipurpose Centre:

Usage time from to

Date/frequency of use:

Only to use the area shown:

Period of usage:

(Full financial year, start and ending date)

CONDITIONS OF USE

- To pay the fee (plus GST) as per the current Fee Structure.
- To observe the specified booking time or pay any extra amount incurred.
- To only use the area that is hired – any other area entered will set off the alarm and Security could be called out at the surcharge mentioned in the fees.
- To ensure that all tables/chairs are returned to original position, all dishes are washed, dried and put away and that all food scraps and rubbish are removed to outside bins.
- To sweep and/or mop floors as necessary before vacating the premises.
- To report all damages immediately, or as soon as practical, to the Multi Purpose Centres Project
- To ensure that there is no smoking in the building and that includes no usage of any devices that may compromise any alarm systems in the building.
- The hirer is required to supply their own: tea / coffee / sugar / milk / food / consumables etc.
- No children are to use the buildings and yard without adult supervision. Parents are to be responsible for their children at all times while using the centre.
- To pay the Centre any bond and/or cancellation fees requested in accordance with the Multi Purpose Centres Venue Hire Charges.
- To pay the Centre any costs incurred in repairing, cleaning or replacing any part of the premises, its fixtures, fittings or equipment, damaged or destroyed during the group's use of the premises.
- Keys (if applicable) are the responsibility of the hirer – to be picked up and returned within the time negotiated with the booking officer. All keys have a refundable deposit of \$25.00 which will be forfeited if the key is lost, stolen or damaged.
- To secure and lock all windows and doors on completion of the booking and reset the alarm system. To pay \$80.00 surcharge if there is any breach that requires Security and /or Manager call out. If the Fire Brigade is called out for a negligent act on the hirer's part – there may be up to \$500.00 charge which will be levied to the hirer.
- To abide by any special conditions which are included in the Appendix.

Note:

Our premises are under 24 hour video surveillance.

Entry is on the understanding that you may be photographed by video recording equipment.

Signature _____ Date _____

(User group/hirer representative - must be over 18 years)

Booking Officer _____ Date _____