

Intereach Community Room Hire User Agreement



User Details			
Organisation/Group			
ABN (if applicable)			
Contact person		Phone	
Email			
Billing address			
Organisation and/or Activity Type			
Standard	<input type="checkbox"/> Commercial	<input type="checkbox"/> Government	<input type="checkbox"/> For-profit activity
Community	<input type="checkbox"/> Non-profit	<input type="checkbox"/> Community group	
Supported	<input type="checkbox"/> Support group		<input type="checkbox"/> Interagency
	<input type="checkbox"/> Unfunded community group (If yes, please answer next question)		
	Annual membership fee per person?		
Do you have Public Liability Insurance that will cover your usage of our facilities? (please attach current Certificate of Currency)			<input type="checkbox"/> Yes <input type="checkbox"/> No
After Business Hours Use (if applicable)			
Please detail up to two people who will be responsible for securing the building after use. Each person must complete a security and evacuation safety briefing annually and at least 24 hours prior to first use.			
Name		Mobile	
Email			
Name		Mobile	
Email			
Room Requirements (please refer to Room Hire Schedule of Fees)			
Venue			
Room(s)			
Date(s)		Time(s)	
Equipment			
Please describe what activities or functions you will be using the room(s) for:			

Room Hire Agreement

By signing the document below you are agreeing, as a representative of your organisation, to the terms, conditions, guidelines, and user responsibilities outlined in the Intereach User Agreement. Please note that the hire agreement can be terminated immediately if any conditions of the agreement are breached or with 30 days notice for any other reason.

I, as a representative of my organisation, agree, understand, and take responsibility for;

- acknowledging that Intereach providing room hire to my (our) organisation in no way implies that Intereach is promoting my (our) organisation or the services that we provide;
- acknowledging that we are not an NDIS registered provider and if at any time we commence providing an NDIS registered service will notify Intereach as soon as practicable, and understand in this instance, Intereach will terminate the agreement;
- protecting personal, sensitive and confidential information from misuse, loss, unauthorised access, modification or disclosure during the room hire term with Intereach and after this has ended;
- additional costs that might result as a result of non-compliance of any of the conditions set out below;
- organising a time with intereach reception prior to room hire for an induction for familiarizing yourself with the facility, equipment and safety protocol;
- using the facilities only at agreed times and for agreed purposes;
- leaving the facilities in a condition suitable for subsequent users, including being left clean and tidy and with furniture re-set in the original layout, any crockery or cutlery washed, dried and put away and all rubbish removed after use (if not, an additional \$30 cleaning fee may be incurred);
- ensuring all food handling and licensing requirements are met if using the kitchen to produce food for consumption by others;
- ensuring all requirements of the Liquor Licensing laws adhered to if providing alcohol during the function;
- liable for any damage to property or equipment, which may occur during the hire period;
- responsible for the conduct of users, including supervision of children and ensuring there is no smoking within the building or around building entrances or any unlawful behavior;
- ensuring all exits are kept clear and useable without hindrance;
- all hire fees are paid unless a cancellation is made with a minimum of 24 hours' notice; and
- acknowledging that Intereach does not take any responsibility for equipment or other material brought onto the premises belonging to the hirer or any person using the facility.

For after business hours use:

I, as a representative of my organisation, agree, understand and take responsibility for:

- ensuring the security of any swipe cards or access keys will remain in my possession until returned;
- ensuring attendance at all times during use and ensuring the building is secured after use and all lights and appliances are switched off prior to departure, including the air conditioning system;
- ensuring there is no excessive external noise, particularly between 9pm and 9am; and
- locking up facility/building according to the checklist provided.

Name		Date	
Signature			
As an authorised representative of			

Once the Room Hire Agreement has been signed and the relevant Intereach team member has completed the below, please email document to contracts@intereach.com.au.

INTEREACH OFFICE USE ONLY			
Rate type	<input type="checkbox"/> Standard <input type="checkbox"/> Community <input type="checkbox"/> Supported		
Total hire fee	\$ _____ per <input type="checkbox"/> Day <input type="checkbox"/> Week	Organisation notified of fee	<input type="checkbox"/> Yes <input type="checkbox"/> No
PL insurance proof received	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Room booking entered into calendar	<input type="checkbox"/> Yes <input type="checkbox"/> No		