



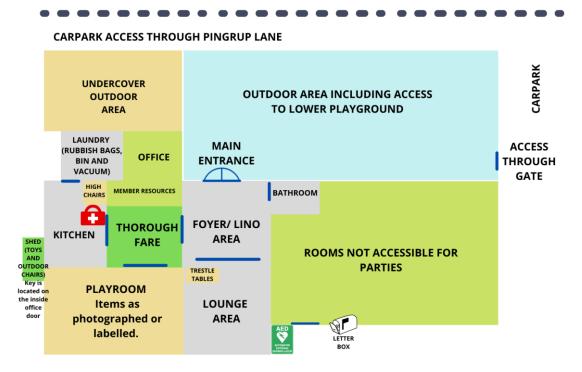
VENUE HIRE FORM

Hire Date:		Time:		Purpose:					
Name:									
Ph:			Email:						
Kitchen / Playroom / Lounge		Outside area / Shed Equipment			Number of Guests				
HIRE FEES				Total	EF	Ŧ	Receipt No.		
Hire Fees	Maximum 4 hours (3 hours party, ½ hour set up and ½ hour clean up)		\$30 xHrs						
ΤΟΤΔΙ							1		

Notes for the Hirer

- FIRST AID IS LOCATED AT THE TOP OF THE KITCHEN CUPBOARD
- The entrance gate remains unlocked
- The key opens both the security door and the glass door
- Please use blu tack to hang any decorations
- The key for the outdoor shed is hanging on the inside office door with an orange key tag
- The kitchen is fully equipped and includes re-usable plastic plates, cutlery, and cups for children.

Doubleview House Party Hire Site Map



SCARBOROUGH BEACH ROAD

Please see over for Full terms and Conditions



CONDITIONS OF HIRE: The Hirer is responsible for:

- 1a. Adhere to COVID-19 Guidelines.
- 1b. Doubleview House is a nut free venue. Please do not bring food containing nuts to the venue.
- 2. <u>Payment</u>: Hire fees are to be paid in full to secure your booking. Payment to be made in the office via EFT. The office hours are Monday Friday 9am 3pm. Please ensure you contact the office to schedule a time. If not paid within 3 working days of making your booking, we will unfortunately need to cancel your booking due to high demand.
- 3. <u>Cleaning</u> the premises before leaving including:
 - vacuuming carpets and washing lino floors
 - wipe all surfaces used
 - sweeping outside area (if used)
 - Rubbish bags, bin and vacuum are located in the laundry
 - removing all rubbish from the premises is essential
 - take down all decorations
 - should Doubleview House not be left in a clean and tidy condition a cleaning fee will be charged.
- 4. <u>Key:</u> to be collected Thursday or Friday morning (from 9am) before the event and posted through the letter box on Scarborough Beach Road Entrance at the end of your event.
- 5. <u>Damage</u> to any Doubleview House property must be paid for by any person/s who wilfully and negligently caused such damage.
- 6. <u>Equipment & toys</u> to be used in the designated areas only. <u>Please use the guide photos in the playroom</u> and ensure Centre is kept neat and tidy ready for the next community group.

The premises being used for the purpose stated and only the stated areas.

- 7. <u>Party balloons</u> inside use only, please take home at the end of event.
- 8. LOCK UP PROCEDURE

Ensure

- * all furniture and equipment are **returned** to the same place as found on arrival
- * Lights, Air conditioners and Oven are turned off
- * Shed and all doors and windows are locked
- 9. The Hirer indemnifies and releases Doubleview House from:
 - Any accident, damage, loss or injury to any person or property arising from the use of the Doubleview House Community Centre
 - Any loss, damage or costs suffered by Doubleview House from any default or breach of this Agreement by the Hirer.
- 10. I have read and agree to these conditions. I am aware of the Doubleview House emergency procedures and location of the fire extinguishers.

SIGNATURE:	DATE:/