



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. **Payment:** 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. **Cleaning** 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. **Key:** 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. **Damage** to any Doubleview House property must be paid for by any person/s who wilfully and negligently caused such damage.

 6. **Equipment & toys** to be used in the designated areas only. *Please use the guide photos in the playroom* 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. **Party balloons** 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: ___/___/___