



Doubleview House Community Centre
 228 Hancock Street,
 Doubleview WA 6018
info@doubleviewhouse.com.au
 9446 2757
 ABN 79 610 413 177

Room Hire Form

If you have not attended the centre before, please call the office to book in viewing time before proceeding

Name of business/organisation/community group:			
Contact person:		Phone:	
Email:		Number of people attending:	
Please detail your booking. <i>Invoicing will be done per school term. House is closed during school holidays unless arranged with office.</i>	Date(s) for bookings <i>Eg. Mon 20/2/23 start weekly until 3/4/23</i>		Time(s) for bookings <i>(including set up and pack up)</i> <i>Eg. 10.00am – 3.45pm</i>
Course Room/Creche Room (\$30/\$15 per hour)		Playroom/Outside area (\$30/\$15 per hour)	Whole House (\$40/\$20 per hour)

HIRE FEES

	Hours	Cost	EFT/Bank tfr	Receipt No.
Membership		\$20		
Key Deposit		\$20		
Room Hire – Not for profit <i>Total Hours per week</i>		\$15 per hour		
Room Hire – Business <i>Total Hours per week</i>		\$30 per hour		
Room Hire – WHOLE HOUSE		\$20 per hour (not-for-profit) \$40 per hour (business)		
TOTAL				

Bank details for refund of key deposit:

Account Name:	
BSB:	Account Number:

ACCEPTANCE OF THE TERMS AND CONDITIONS:

I hereby read and accept the terms and conditions as detailed on the following page:

Signature: _____ Date: _____



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Conditions of Hire

1. Please adhere to current COVID-19 Guidelines issued by government and Doubleview House Management Committee as required.
 2. First Aid Kit is located in the main kitchen.
AED (Defibrillator) is located at the Scarborough Beach Road main entrance.
I am aware of the Doubleview House emergency procedures (as detailed at strategic points throughout the Centre) and location of the fire extinguishers.
 3. Doubleview House is a nut aware venue.
 4. Payment is to be made within 30 days of receiving the invoice. Invoicing will be prepared on a quarterly (school term basis).
 5. Cleaning the premises before leaving:
 - vacuuming carpets
 - wipe all surfaces used
 - vacuum cleaner located in storeroom
 - rubbish bags & bin located in the kitchenette
 - **removing** all rubbish from the premises is **essential**
 - should Doubleview House not be left in a clean and tidy condition a cleaning fee will be charged.
 6. A key deposit will be paid to Doubleview House and key given to the Hirer which is their responsibility until end of hire agreement at which point the key is to be returned and deposit will be refunded. Loss of key will incur cost to replace key.
 7. Damage to any Doubleview House property must be paid for by any person/s who wilfully and negligently caused such damage.
 8. Equipment to be used in the designated areas only. Please ensure Centre is kept neat and tidy ready for the next user.
- The premises being used for the purpose stated and only the stated areas.
9. *LOCK UP PROCEDURE requires*
 - All furniture and equipment are **returned** to the same place as found on arrival
 - Lights, Air conditioners are turned off
 - Doors and windows are locked
 11. 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.