



CONDITIONS OF HIRE

Tallangatta Health Service grants the hire of the Conference Room and/or Activity Centre subject to the following conditions:

- The right to use the Conference Room and/or Activity Centre is subject to Tallangatta Health Service receiving an application in the required form signed by the proposed hirer undertaking to comply with these conditions. (If the proposed hirer is a club, the application is made on the understanding that it is with the full permission of the president and secretary of the club).
- The hirer is responsible for leaving the premises in a clean and tidy state, placing all rubbish in appropriate receptacles, and shall immediately remove all rubbish and refuse that does not fit into bins located at venue.
- Any breakages will be reported at the conclusion of hire and the replacement costs will be invoiced to the hirer.
- The hirer shall be liable on demand to pay any amount resulting from any damage or cleaning to the building or any fittings and furniture contained in the Conference Room and/or Activity Centre resulting from the hirer's use of the premises.
- Hire fees shall be at a rate of:
 - Activity Centre - \$15.00 per hour or part thereof (first four hours); and
\$10.00 per hour for each additional hour after the first four hours **OR**
\$50.00 for first four hours or part thereof; and
\$10.00 per hour for each additional hour after the first four hours.

Activity Centre

Kitchen - \$15.00 per function.

Conference

Room - \$30 for four hours and \$10.00 per hour for each additional hour after the first four hours.

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Room Catering - Morning or Afternoon Tea

Tea/coffee/biscuits and iced water - \$2.50 per head.

Lunch

Sandwiches/fruit/tea/coffee/juice - \$7.00 per head.

- Use of the premises for less than the arranged time will not incur a refund.
- All regular (ongoing) bookings will be confirmed by Tallangatta Health Service to the hirer two weeks prior to the event. Ongoing bookings are not a given right and may be subject to change until confirmed by Tallangatta Health Service.
- The hirer shall take out and keep current during the period of hire a liability insurance policy insuring for a suitable sum to cover the hirer and Tallangatta Health Service against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against Tallangatta Health Service or the hirer or both arising out of or in relation to the hiring arrangement.
- The hirer agrees to indemnify, and keep indemnified, and to hold harmless Tallangatta Health Service, it's Board of Management, it's servants and agents, and each of them from and against all actions, costs, charges, expenses and damages whatsoever which may be brought, or made, or claimed against any of them, arising out of, or in relation to the hiring engagement.
- The hirer shall conform to the requirements of the Health Act, Local Government Act, any local law/by-laws or regulations. All other statutory rules, provisions and regulations of the Commonwealth of Australia or State of Victoria/Tasmania for the time being in force must be complied with by the user and the notices given to the proper officers.
- The hirer shall only be entitled to the use of the particular part or parts of the building hired on the date and times set out in the Application and Tallangatta Health Service reserves the right to permit any other portion of the building to be hired for any other purpose at the same time. Nothing contained in these conditions shall confer on a regular hirer the right to exclusive possession and Tallangatta Health Service may at its discretion allow other individuals and groups to have casual use of the premises.
- Tallangatta Health Service shall not be liable for any loss or damage sustained by the hirer or any person, firm or corporation entrusting too or supplying any article or thing to the hirer by reason of any such article or thing being lost, damaged or stolen. The hirer hereby indemnifies Tallangatta Health Service against any claim by any such person, firm or corporation in respect of such article or thing. Tallangatta Health Service is indemnified against any loss or damage to any property or goods belonging to the hirer which is stored or kept on any Tallangatta Health Service property.
- Smoking is not permitted in any Tallangatta Health Service building.

- Every consideration must be given by people using and vacating the area to the residents who live nearby in regard to minimising noise.
- It shall be at the discretion of the Chief Executive, Tallangatta Health Service to refuse to grant the hire of the room in any case and, notwithstanding that permission to hire the premises may have been granted or that these conditions may have been accepted and signed and the fees paid. The Chief Executive, Tallangatta Health Service shall have the power to cancel such permission and direct the return of the fees paid.
- In the event of any dispute or difference arising as to the interpretation of these conditions, or of any matter or thing contained therein, the decision of the Chief Executive at Tallangatta Health Service shall be final and conclusive.



APPLICATION FOR ROOM HIRE

Surname/Club/Organisation

Given Names

Address

.....

Telephone (Work) (Home)

(Mobile) Email

Driver's Licence No

Date of Application

I, of

Hereby make application for the premises set out in the Conditions of Hire for the day and times specified below and I acknowledge having received and read a copy of the Conditions of Hire and undertake to be bound by and comply with these conditions in every respect, and I further undertake to be responsible for ensuring that all individuals or groups using the premises in association with this application shall also comply with the conditions.

Signature

SCHEDULE

Details of area to be booked:

Activity Centre	Yes/No
Activity Centre Kitchen	Yes/No
Hospital Conference Room	Yes/No
Consult Room	Yes/No
Resource Room	Yes/No

Date of Hiring:

Time of Hiring: Start End

Details of function:

Type of function:

Number of people attending: Conference Room catering required: Yes/No

Morning Tea: Yes/No Time: No. People:

Lunch: Yes/No Time: No. People:

Afternoon Tea: Yes/No Time: No. People:

Do you require any of the following?

Milk/Coffee/Tea

Water/Glasses

FOR INTERNAL USE ONLY

Electrical Equipment:

Projector/ Screen

Television

DVD player

VCR player

CD player

Laptop

Notepads/Pens