

ROOM HIRE CONDITIONS AND APPLICATION FORM

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:
 - \$50.00 per hour plus GST
- Room Catering
 - If catering is required, please complete a catering Request form
- All regular (ongoing) bookings will be confirmed by Tallangatta Health Service at the time of hiring. 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, its Board of Management, its 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

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or State of Victoria 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 on the grounds of Tallangatta Health Service or 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 Officer, 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.
- The Chief Executive reserves the right to waiver hire fees to not-for-profit agencies providing services to the community.

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 | <input type="checkbox"/> | Consult Room | <input type="checkbox"/> |
| Activity Centre Kitchen | <input type="checkbox"/> | Conference Room | <input type="checkbox"/> |
| Training Room – Activity Centre | <input type="checkbox"/> | Clinical Therapist Room – Activity Centre | <input type="checkbox"/> |
| Physiotherapy Room | <input type="checkbox"/> | Waiting/Meeting Room – Activity Centre | <input type="checkbox"/> |
| Other..... | <input type="checkbox"/> | | |

Date of Hiring: Time of Hiring: Start End

Details of function:

Type of function:

Number of people attending:

Catering, if required, please complete a Catering Request form



**CATERING REQUEST APPLICATION
(A MINIMUM OF ONE WEEKS NOTICE IS REQUIRED)**

Department Date of Application

Contact Person:..... Ext/Phone:.....

Catering Requirements:

- | | | | |
|----------------------------|--------------------------|---|--------------------------|
| Soup / bread roll (\$5.00) | <input type="checkbox"/> | Sandwiches, Mixed. (\$5.00 per Sandwich) | <input type="checkbox"/> |
| Juice (\$2.00) | <input type="checkbox"/> | Savouries (\$5.00 per head) | <input type="checkbox"/> |
| Iced water | <input type="checkbox"/> | Fruit (\$3.50 per head) | <input type="checkbox"/> |
| Tea/Coffee (\$2.00) | <input type="checkbox"/> | | |
| Other | |(Priced by Agreement) <input type="checkbox"/> | |

Please Specify:.....
.....

Number of Persons Being Catered For:.....

Location/Room:.....

Date Required:

Event: Start Time:..... End Time:..... Collect Dishes at end of Event Only

Morning Tea Numbers:..... Start Time:..... End Time:..... Collect Dishes: YES / NO

Lunch Numbers:..... Start Time:..... End Time:..... Collect Dishes: YES / NO

Afternoon Tea Numbers:..... Start Time:..... End Time:..... Collect Dishes: YES / NO

Dinner Numbers:..... Start Time:..... End Time:..... Collect Dishes: YES / NO

Signature of Applicant:.....

Office Use Only	
Allocation made by:	
Booking confirmed with contact person: YES/NO	Time and Date:
Hotel Services reserves the right to alter the booking if required	