

OUTLETS CO-OPERATIVE LTD

(version 2005/06)

Neighbourhood House & Newport Community Education Centre

43 MASON STREET, NEWPORT 3015 Ph/Fax: 9391.8504

-RENTAL AGREEMENT(S)- CONDITIONS OF HIRE

Properties:

(mark applicable Rental [x])

- 43 Mason St., Newport - **Room/House** []
 - 13-15 Mason St, Newport - **Community "Youth" Hall** []
1. A fee is payable for use of properties and at the discretion of Co-ordinator/Directors regarding rental.
 2. Groups are to provide (room rental during Outlets "open hours" – at house)
 - To supply own Tea, Coffee, etc. (unless otherwise agreed – House supply Cost: .20cents per cup)
 - The room must be left tidy (follow classroom rules – displayed in room)
 - **Cups and saucers washed and put away**
 - Kitchen facility to be left clean and tidy.
 - **NO FOOD to be taken or eaten in backroom (the creche)**
 - **NO SMOKING** permitted in HOUSE or HALL (forfeiture of Bond moneys will occur if evidence of smoking, such as extinguishing of butts on floor etc. is obvious.
(smoking permitted on verandah & back ramp -NOT CHILD PLAY AREA - House)
(Smoking permitted outside of HALL)
 3. One person must act as a contact that deals directly with the house and must sign form below regarding responsibility.
 4. **On leaving:**
ALL windows, doors to be locked. Heaters, Fans, lights and all other appliances are turned **OFF**.
ALL RUBBISH to be collected and removed from site.
Furniture to be replaced as found (Chairs stacked, tables in appropriated rooms)
HOUSE/HALL to be LOCKED and SECURED.
(Please speak to Co-ordinator for Security Codes and Locking up procedure)
***Failure to comply with this RULE will result in –**
 1. first occurrence an additional \$50 penalty (House) \$200 penalty (HALL)
 2. second occurrence – the facility will be unavailable.
 5. **BOND:** The bond is security for any damaged to the building, house and/or breach of conditions of hire. The total bond will be refunded to the hirer, provided the hirer has complied with all aspects of the conditions of hire. Should the cost repairing damage to the property exceed the bond, the hirer shall pay the additional costs. The cost of extra cleaning as a result of the function will be deducted from the bond.
 6. **BREACHES:** Outlets reserves the right to expel person(s) or terminate the function/room hire due to any breach or condition of hire and/or misconduct by patrons.
 7. **Outlets/Council/Directors Access/Limit of Hire:** Authorised persons of/by Outlets are entitled to access all buildings regardless of bookings and to oversee correct utilisation is being carried out. (In agreement)
 8. **Keys:** to be collected and returned to Outlets (unless otherwise instructed by Co-ordinator)
Keys to be picked up on day of hire and returned next working day.
If groups hiring premises lose or fail to return keys, those groups/persons will be responsible for the replacement costs.
 9. **Payment of hiring to be made on collection of "KEY" (unless otherwise agreed with Co-ordinator)**
 10. The group must inform Outlets when they are not going to use House/Hall as scheduled.
 11. **Parking:**
Nobody is to park in front of Hairdressers (only designated time)
Parking along fence line in neighbouring garage (after hours only) approved
Street parking in Mirils. Schutt St and Durkin St available please abide by allocated time.

12. **COSTS:**

Outlets Co-op Ltd – House Rental Charges:

NIGHT RENTALS – time of rental between 6 – 10pm (House to be vacated by 10:30pm)

WEEKDAY RENTALS - (during operational times) 2 hour sessions ie: 10-12noon or 1 – 3pm

WEEKEND RENTALS – As agreed with Co-ordinator and Keys **returned first working day** – unless otherwise agreed.

Costs vary between room size and use of facility- standard guidelines as follows:

- Bond:** \$100 (applicable to w/end & Holiday use) **Key bond:** \$10 (refundable)
- Room 8: \$10 per two hour block (only available during operational times)
- Rooms 5&6: \$30 weekend and outside operational sessions
- Room 1: \$15 for one room use (ie: 5 or 6) operational and one-off meetings
- \$50 outside operational hours only.

Newport Community Hall – Rental Charges

Activities may commence after 8am on WEEKDAYS and
9am on WEEKENDS

For EVENING hire, the premises are to be **vacated by 1.00am**. Clean up time should be included in this hire period.

- Private Function Hire:** \$300 bond \$20 key bond (refundable)
- \$ 30 per two hour block and there part of (9 – 5pm)
- \$300 (6pm-12pm)

Community Group Use: \$200 bond (discretion of Co-ordinator)
\$ 20 per two hour block (and there part of)
\$60 key bond (refundable)

Community Groups renting premises during working hours are to “collect key” from Outlets and “return key” after session, during school holidays a Director of Outlets will manage key distribution. NO EXEMPTIONS WILL BE MADE.

(The Hall charges are in agreement with the City of Hobsons Bay facility hire - and to be abided by)

13. **PERMITS:**

Liquor – is prohibited on the premises of Outlets Co-op Ltd – unless a Director is present or otherwise authorised.

Liquor – at Hall. Hirers are requested to contact and/or apply for a temporary Liquor License through consumer affairs 1300 361 673 or www.consumer.vic.gov.au to determine if a license is required.

14. **INSURANCE:**

Short term and casual hire-

Public Liability Cover is compulsory when hiring any facility (Council & Outlets) Your application will be refused if you do not show a certificate of currency when lodging the application. If you need assistance please see Co-ordinator.

15. **PAYMENTS and SIGNING of AGREEMENT are to be made prior to RENTAL DATE.**

Cash or Cheque accepted.

CANCELLATIONS – are to be made in writing **7 days prior to booking.**

If conditions are not adhered to deposit will be forfeited.

16. ***DO NOT abuse the privilege of this LOW rental or COSTS will be RAISED and BOND NOT REFUNDED, also future access denied.**

17. **If items for permanent rental wish to be left**, please speak to Co-ordinator for availability of space, **ensure ALL items are clearly NAMED and LABELLED.** The Centre **TAKES NO RESPONSIBILITY** for items stored. Please respect others personal property, if this causes conflict between groups then **NO items are to be LEFT on Premises**

18. Upon time of rental agreement you will be **allocated** a room/hall and time. PLEASE use ONLY that space and **DO NOT** disturb other areas of house, or staff equipment, as they are set for other classes and sessions. If items or furniture needs to be moved PLEASE return to original position.

19. **Please respect these RULES and AGREEMENT and staff wishes - so as to continue community access to these premises.**

I agree that I have read and understand the “Conditions of Hire” and undertake to comply in all aspects to such conditions.

Name: *Address:*.....

Signature: *PhoneNo:*