

-RENTAL AGREEMENT(S) - CONDITIONS OF HIRE

Property:

(mark applicable Rental (X))

➤ 43 Mason St., Newport - Room/House X

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 crèche)**
 - **NO SMOKING** permitted in HOUSE (forfeiture of Bond moneys will occur if evidence of smoking, such as extinguishing of butts on floor etc. is obvious.
(Smoking is NOT permit on Premises – OUTLETS)
3. One person must act as responsible contact that deals directly with the house and signature of Agreement.
Identification required. References are required for function use. □
 - "Room Procedures" and "Conditions of Use" to be read with Agreement.
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 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 \$200 penalty (House) \$400 penalty (HALL) or LOSS of BOND
 2. second (2nd) 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 NCEC Access/Limit of Hire:** Authorised persons of/by Outlets NCEC are entitled to access buildings, at any time, regardless of bookings
 - to oversee correct utilisation is being carried out
 - or to carry out Maintenance or Administration duties (In agreeance)
8. **Keys:** to be collected and returned to Outlets (unless otherwise instructed by Co-ordinator)
 - **(Day Hire) Outlets Keys to be picked up on day** of hire and **returned on same day** or 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 prior to collection of "KEY" (unless otherwise agreed with Co-ordinator)**
10. The group **MUST** inform Outlets NCEC when they are not going to use House/Hall as scheduled.
11. **Parking: Please note Parking Limits 2 hours only.**
 - Parking along fence line in neighbouring garage (after hours only) approved
 - Outlets - Street parking in Mirils. Schutt St and Durkin St available please abide by Permit times.

12. COSTS:

Outlets Co-op Neighbourhood House Ltd – House Rental Charges:

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

WEEKDAY EVENING RENTAL – 2 hour sessions or 6 – 10pm (House to be vacated by 10:30pm)

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

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

House – Main Centre

Bond: \$100 (applicable to w/end & Holiday use) **Key bond: \$40** (refundable)

Room 8: \$10 per two hour block (only available during operational times)

Room6: \$30 weekend and outside operational sessions

\$20 for one room use (ie: 5 or 6) operational and one-off meetings

Rm1 (creche) \$50 outside operational hours only (*discretionary*)-refer to Creche Policies and Procedures of Use

Play area \$tbc outside operational hours (*discretionary*)-refer to Creche Policies and Procedures of Use +Room

Play area \$tbc during operational hours (*discretionary*)-refer to Creche Policies and Procedures of Use +Room

Corporate Room – Side verandah entry - refer to Multi-Purpose Room Policies and Procedures

Bond: \$200 **Key bond: \$40** (refundable)

Room 11 \$50 per two hour block - during operational hours and evenings

Room 11 \$100 weekend sessions – per day session

(*Personal or Party Hire only available to *active current House Member/Directors)

13. **PERMITS: Please supply a copy**

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

*Corporate affairs 1300 361 673 or www.responsiblealcohol.vic.gov.au to apply for appropriate license

14. **INSURANCE:**

Public Liability Cover is compulsory when hiring rooms/centre Outlets-NCEC. 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, Cheque or Direct credit accepted.

***If conditions are not adhered to deposit will be forfeited.**

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

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

17. **If items for permanent rental are wished 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 STORED.**

18. Upon time of rental agreement you will be **allocated** a room and time. PLEASE use ONLY that space and DO NOT disturb other areas of house OR 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 - 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: (print) **Address:**.....

Signature: **Phone No:**

AGREEMENT
OUTLETS CO-OPERATIVE LTD – Neighbourhood House
Newport Community Education Centre (NCEC)
and

Time: Commencement Date of Agreement –

Costs: Bond: \$200/\$100 (refundable at end of contract – adhering to Conditions)
Key Bond: \$40 (refundable on return) **(Key area.....)**
Session Hire: \$ + \$ GST

TOTAL PAYMENT:.....\$ per session/Term

Rental is agreed by Outlets Co-op NH Ltd and to hire/meet at the Outlets Co-op Neighbourhood House Ltd on *(In agreement of following conditions)*
.....*(In agreement with the following conditions)*

Outlets Co-op Neighbourhood House Ltd retains the right to hire hall to other parties on the day of permanent users for specific functions - **Notification will be given** to group and/or other arrangements made for permanent group.

Specific Inclusions Use:

- **NO SMOKING** allowed on premises Outlets Co-op NH House *(seek Alternative outside areas)*
- Details regarding specific use *(as per outlined below)*
- Payment in advance *(as per agreement)*
- **Rubbish be removed** from premises **by users**
- Any damage to the property or contents, false security and fire alarms to be all at cost of user
- Ensure Premises is fully locked (entrances and exits) and lights/heaters/Acon off on leaving

Details for use of Hire by Group

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Formal Agreement must be Signed between Parties;

- Delegation of Authority -Signatory to have full responsibility for use;
- Copy of Certificate of Currency to submitted;
- Referee's may be requested

CONDITION OF USE to be read in conjunction with **Room 11 Multi-Purpose Procedures**

On behalf of Outlets Co-operative Ltd:

.....*(print name)*

.....*(signature)*

.....
Therese McKenney
CEO/Co-ordinator 9391.8504
outlets@outletscop.com.au

...../...../.....*(date)*

Ph: