AGREEMENT FOR LOAN OF **KEYS /** **ROOM HIRE** (please circle)

CRC USE ONLY

Booking Deposit Keys Bond

(If relevant) (If relevant)

**Please****note:** *The Donnybrook Community Resource Centre Inc. (CRC) reserves the right to charge a deposit of $20, which is fully refundable upon return of the keys. If the person being issued with the keys is not known to the CRC, a photocopy of their driver’s licence will be required. The key holder will not lend or give their key to any unauthorised users. The key holder must immediately report to a Manager or Committee Member if any Donnybrook CRC keys become lost or stolen. The keys must be returned to an officer of the CRC within two business days after the room hire.*

|  |  |  |  |
| --- | --- | --- | --- |
| **HIRER DETAILS** | | | |
| Contact Name: |  | | |
| CRC Member #: | *(If a CRC member, discounts may apply.)* | | |
| Address: |  | | |
| Phone: |  | | |
| Email: |  | | |
| Organisation: |  | | |
| No. of Attendees Expected: |  | When Access Required: |  |

|  |  |
| --- | --- |
| **BILLING DETAILS** – (if different from hirer details): *Cross out this section if no cost* | |
| NAME: |  |
| ADDRESS: |  |
| EMAIL: |  |

|  |  |
| --- | --- |
| **Signature of CRC customer**  **agreeing to policy, terms and**  **conditions listed overleaf:** | **Date:** |

Does the customer require any of the following?

🞏 Keys 🞏 Other (please specify):

CRC USE ONLY

|  |  |
| --- | --- |
| **Access approved by CRC officer (initials):**  **Booking/s entered in diary (initials):**  KEY TAG #  **✓ if log sheet to be used: OR Key tag**  (for recurring access) **issued:** | **Date:** |
| **KEY RETURN**  **Keys Received by CRC Officer:** | **Date:** |

**MEETING ROOM DETAILS**

* Our meeting room comfortably accommodates up to ten people and is air conditioned. Tea and coffee making facilities are available at a cost of $1.00 per person, or users are welcome to bring their own. Complimentary water and glasses will be provided.
* The room has a computer and 40-inch monitor, electronic whiteboard, markers & data projector. Use of this equipment is included in the room hire fee.
* Computer specifications: Windows10, Microsoft Office 365.
* Members are entitled to 2 hours per month free room hire. For non-members, the cost is $18 per hour or $50 for the day.
* Please ensure that facilities are left clean and tidy.

**Room Hire Policy**

The Donnybrook Community Resource Centre (DCRC) has a room which may be booked for meetings or community functions. This room attracts a hire fee, which is required to cover items such as lighting, power, cooling, and heating.

A photocopy service is available at a cost of 20 cents per single sided copy and 30 cents for a double-sided copy (black & white A4). These costs can be added to your room hire invoice. Information about the costs of other services can be provided on request.

All room bookings will require approval by the Donnybrook Community Resource Centre Manager.

**Terms & Conditions**

1) Room Hire Confirmation

Confirmation of room hire booking is subject to room availability and receipt of a signed hire agreement. The agreement will contain all details and be the final confirmation document indicating room hire dates, participant numbers, client contact details, and equipment required.

2) Payment

A 50% deposit may be required to secure your booking, with full payment to be received within 7 days of the room hire date.

The room cannot be sub-let and must be used for the purpose stated.

A $50 + GST cleaning fee will apply should food or beverage cause damage to room furnishings.

3) CANCELLATION POLICY

Please note that if the room hire has been booked, but is not used at the booked time, and notice of cancellation is not received by the DCRC, the full room hire fee will be charged. In cases where notice of cancellation is received less than 24 hours prior to the booking date, 50% of the room hire will be charged as a cancellation fee.

4) RESPONSIBILITY / ITEMS NOT COLLECTED

The person/s signing the booking sheet on behalf of the Hirer may be held responsible for costs resulting from damage to the DCRC property and equipment.

The DCRC is not responsible for any loss or damage that may be suffered by the Hirer or any of the persons attending the venue during the hire period as a result of any theft. Items left in the DCRC will be held for a period of 14 days after which they will be disposed of.

5) PRIVACY

Donnybrook CRC is collecting the personal information on this form for the purpose of carrying out its business. Your personal information will not be disclosed to any other third party without your consent unless required or authorised to do so by law.

For further information, please refer to the Donnybrook CRC Privacy Policy available from Donnybrook CRC.

6) PUBLIC LIABILITY

The DCRC’s public liability insurance is only to cover claims against the DCRC, not claims against the Hirer or event organizer.

Hirers are responsible for Work Cover and/or other obligations linked to their servants, contractors or voluntary workers who support the Hirer in any capacity during the period of hire. Likewise, the Hirer is responsible for loss or damage to all property used or on site for the event linked to the hire period.