



JUNCTION COMMUNITY CENTRE

conditions of hire - hall hire contract

(revised January, 2017)

The Junction Community Centre is located just 12kms from the CBD and 3kms from the Port. The centre was originally a church and boasts beautiful features including high ceilings, exposed wooden beams, pine floorboards & stained glass windows. The centre is located on a major arterial route, within walking distance to a number of restaurants, a 24hr convenience store and other shops.

Hire of the hall and/or rooms in the Junction Community Centre are subject to agreement of the following terms & conditions...

1. Bookings must be confirmed at least 2 weeks before the proposed hire date by paying either the hire fee or bond; with the outstanding payment made at least 1 week before the proposed hire date. Only cash payments will be accepted (no cheques or eftpos).
2. If a booking is cancelled within 1 week of the proposed hire date, a cancellation fee of \$75 will be deducted before the hire fee/bond is returned.
3. Facilities include:
 - Hall - tables/chairs, heating/cooling, microphones/sound system, kitchen facilities and appliances, lounge area plus front/rear alfresco areas
 - Training Room - tables/chairs, heating/cooling, data projector/screen - BYO laptop, 3 desktop computers/internet, printer, whiteboard/markers, kitchen facilities and appliances, lounge area plus front/rear alfresco areas
 - Meeting Room - tables/chairs, heating/cooling, kitchen facilities and appliances, lounge area plus front/rear alfresco areas
 - PLEASE NOTE: the centre's cookware, crockery, cutlery and BBQ are not included
4. Hire rates will vary depending on the day/times and rooms hired...

MONDAY - FRIDAY (daytime - before 4.30pm)	SATURDAY/SUNDAY (daytime - before 4.30pm)
Hall \$25/hr	Hall \$30/hr
Training Room \$25/hr (min 2hrs)	Training Room \$30/hr
Meeting Room \$15/hr (min 2hrs) although not available during private hall functions	Meeting Room \$20/hr (min 2hrs) although not available during private hall functions
MONDAY - THURSDAY (evening: 6pm-12pm)	FRIDAY/SATURDAY/SUNDAY (evening: 6pm-12pm)
Daytime hourly rates apply for 1-2hr classes or meetings; the weekend evening rate applies for functions from 6pm-12pm.	Hall \$275 plus \$300 refundable bond (conditions apply).

5. Daytime hirers are allowed half an hour either side of their booking time - free of charge - to set up & pack up. Evening hirers are allowed an hour. Any additional time required will incur the hourly rate in addition to your hire fee.
6. Keys for the centre, alarm system & rooms required will be issued 2-3 days prior to your event, and must be returned 2-3 days after your event. If a key(s) is lost, a flat fee of \$50 will be charged for replacement.
8. For security reasons, it's strongly recommended that the front door be locked. Any late-comers can press the doorbell allowing you to screen who's permitted.
9. Help SA Water and the centre to protect the environment by:
 - a) DON'T dispose of used cooking oils, fats or boiling water down the drain
 - b) DON'T use the sink as a garbage bin
 - c) use cleaning detergents sparingly
 - d) clean your OWN dishes with a paper towel or scraper before washing OR use disposable ware
10. Smoking is only allowed outside (in the front or rear alfresco areas).
11. Alcohol is permitted but it will be the hirer's responsibility to acquire a Liquor License should there be any charges attached to the event (ie: entry fees, food/drink charges, etc). It is the hirer's responsibility to properly manage and supervise their guests' behaviour.
12. Please ensure the correct rubbish is put into the labelled bins in the kitchen, and then the bags removed and placed in the correct wheelie bins outside.
13. All furniture is to be wiped down and returned to its original position.
14. Floors are to be swept or mopped as required and decorations removed.
15. All appliances, music/sound system, heating/cooling, and lights must be turned off prior to leaving; in addition to closing of windows, blinds (including roller blinds) and the locking of external doors.
*PLEASE NOTE: one light in the kitchen and another in the rear foyer can NOT be switched off as they're emergency lights.
16. Hirers must adhere to the maximum number of people allowed/room for safety purposes:
 - Hall - 132 people
 - Training Room - 45 people
 - Meeting Room - 30 people
17. First Aid Kits are located in the kitchen (above the microwave), creche & reception.
18. Fire Extinguishers are located in the hall, front foyer, kitchen & creche.
19. A Fire Blanket is located in the kitchen (alongside the fire extinguisher).

20. There are 2 Emergency Exits: the front door (even when locked from the outside can still be pushed open from the inside) & the rear door leading off the Meeting Room. It is the hirer's responsibility to ensure that nothing is obstructing passage to the emergency exits.

*PLEASE NOTE: the rear courtyard door is NOT an emergency exit.

21. The Emergency Evacuation Point is at the northern gate of the carpark (on Ivy Street, near the wheelie bins).

22. Should you need to contact us during your hire period, please call Trish on 0451-475-262.

DECLARATION

I have read, understood and agree to comply with the Junction Community Centre's Conditions of Hire and Hire Contract including the following:

1. The bond is fully refundable so long as all obligations as per this contract have been fulfilled, the Centre Management are satisfied there is no damage or theft, and the centre is left clean & tidy.
2. The hirer is liable for any damage to the premises or equipment caused by the hirer or any guest during that hire period. Any cost for repairs, additional cleaning or any expenditure incurred by the centre will be charged to the hirer.
3. Whilst hiring the centre's premises, the hirer owes a general duty of care to persons who come into the hired area. Persons who are injured or have property damage due to the hirer's negligence can sue the hirer. As a separate legal entity from the owners of the premises the hirer can not rely on the centre's insurance for protection.
4. The Management Committee retains the right to visit the centre at any time and will ask users to leave the premises if any of the conditions are not being met or where users are creating unnecessary nuisance.

Name of hirer:
Signature of hirer:
Date:

HIRE INFORMATION

today's date:
date(s) of hire:
room(s) to be hired:
casual or regular hire:
type of function:
rate of hire:

HIRER'S DETAILS

name:
driver's license no:
address:
mobile phone no:

ALTERNATE CONTACT PERSON

name:
mobile phone no:

PAYMENTS

amount/date hire fee paid:
signature of JCC representative:
amount/date bond paid:
signature of JCC representative:
amount/date bond returned:
signature of hirer:
signature of JCC representative:

KEYS

list keys issued/date:
signature of hirer:
list keys returned/date:
signature of hirer:
signature of JCC representative:

COMMENTS/FEEDBACK

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