

Venue Hire Agreement 2017

I, _____, agree to abide by the below conditions of hire at the Manna Gum Community House Inc (MGCH). This agreement sets out clearly the responsibilities and conditions of hire.

Payment Arrangements:

Cost: _____

Venue: _____

Time: _____

Payment is required prior to the event – payment can be made by cash, cheque (payable to Manna Gum Community House Inc) or direct deposit: Bendigo Bank Foster BSB: 633-000 Account No: 132580879 **Please provide your surname as a reference**

Keys

Entry to the building outside of opening hours is via a coded lockbox at the front entrance. The key must be returned to the lockbox on departure.

Equipment

Additional chairs are stored in the foyer cupboard (total of 50).

Co-operative use of the Centre's facilities

1. Tea, coffee, sugar and milk in the kitchen are available for use. A 50c donation towards costs is appreciated.
2. Computers or other ICT equipment must not be used unless authorized.
3. Co-operate in sharing the kitchen and toilet facilities with other classes or groups who may be using the centre at the same time.
4. MGCH is unable to provide storage for class materials and cannot take responsibility for any belongings left behind in the venue.

On departure

1. If furniture has been moved, please replace into the original position.
2. Inspect all rooms used and ensure they are cleaned and left tidy
3. Clean whiteboard
4. Turn off heaters



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5. Close and lock all windows
6. Close any blinds
7. Turn off all lights
8. Lock the rooms and set the automatic door in the front entrance to LOCK
9. Clean the kitchen, including dirty dishes, and put all rubbish away in bins

Main Conditions of Hire

1. The CDC will charge for any theft or damages towards equipment, or extra cleaning if necessary.
2. A \$100 deposit is required for Hall bookings for events.
3. In the event of a break-in or other crime occurring please contact the police if possible, and inform the CDC on the mobile - 0439 872 883

Name of Hirer / group representative: _____

Contact details: _____

Hirer's signature: _____

Date: _____

MGCH representative _____ (Community Development Coordinator)