



Updated November 2009

This agreement form is to be filled out at the beginning of the hire period and then at the beginning of each calendar year.

Annual Hall Hire Agreement

Hirer's Details

Business Name			
Name of Contact			
Address			
Phone No.			
Hm:	Bus:	Mob:	
Driver's Licence No.	Expiry Date		
email			

Hire Details

Section of Club Being Hired (circle one)	Upstairs		Main Hall			Both	
	MON	TUE	WED	THU	FRI	SAT	SUN
Hiring Day(s)							
Starting Time							
Finishing Time							
Total Hrs/Day							
Rate/Hour							
Price /Day or Flat Rate							
Details of Club Equipment/Apparatus' to be used							
Hiring Cycle (weekly/fortnightly/yearly/occasional)							
Hire Commencement Date			Hire Cessation Date				
Total hrs per hiring cycle			Total Fee per hiring cycle			\$	
Refundable Key Deposit						\$20.00	
Public Liability Sighted		YES / NO		Signature of Club Representative			
Insurance Co.				Policy Number			

Hire Conditions

1. The hirer must have their own public liability insurance, which must be sighted by the club's representative before use of the club's premises can begin.
2. The hirer will only occupy the allotted space on the premises for the time period shown above.
3. The hirer will not enter the hall at any other time, except to attend other club related activities or activities run by another hall hirer.
4. The key provided is NOT to be given to any other individual at any time.
5. The kitchen is not to be used by the hirer unless specific written permission is granted.
6. The hirer will provide their own First Aid Kit and treatment in the event of any injury to persons who are associated with the hirer's activity.
7. The hall must be left in the same state of cleanliness as found at the beginning of the session.
8. Club equipment is not to be used unless specifically stated above.
9. The hirer must ensure inappropriate footwear and/or equipment (ie high heels) are not worn or used on sprung floor.
10. The hirer must pay for any damage to club property occurring during the hirer's session.
11. NO SMOKING AND/OR ALCOHOL IS ALLOWED ON THE PREMISES OR ANYWHERE ON THE GROUNDS.
12. On vacating the premise when required to lock up, all lights must be switched off, emergency doors securely locked all windows closed and locked, the front door locked and all gates shut and padlocked.

Contractual Agreement

I the undersigned hirer, as named above agree that I will abide by the conditions of hire, which are set out above and overleaf. I agree that failure to comply with any of the conditions will lead to the cancellation of this agreement and that the security deposit may not be refunded. I agree that the club may give me two weeks notice that this agreement is to be terminated and that I will give the club two weeks notice that I wish to cancel the agreement. I understand that the club may need to change my allotted time to another time for the purpose of special functions and that I will be given notice of at least twice my hiring period as set out above. I agree to pay the hiring fee either in advance or by instalments at each session.

Signature of Hirer.....Date.....