

AGREEMENT FOR HIRE OF PREMISES - PART A

Casual / Ongoing Hire

Between Centre:

and Managed by Tuggeranong Link of Community Houses and Centres Inc. ABN: 49 704 747 031

| | | | |
|---|------------------------|-------------------------|-----------------------|
| Name | | | |
| Address | | | |
| Contact | <small>(Email)</small> | <small>(Mobile)</small> | <small>(Home)</small> |
| Business or Group Name <small>(if applicable)</small> | | ABN or License No. | |

| | | | |
|-----------------|--|--------------------|--|
| Date and Time | | | |
| Purpose of Hire | | Rooms / Facilities | |

Tuggeranong Link and the Hirer both agree to comply with the attached 'Conditions of Hire' and 'Schedule of Fees and Administration'.

SCHEDULE OF FEES AND ADMINISTRATION

TUGGERANONG LINK BANK DETAILS

BSB: 062-914
ACC: 1065-4739

Please enter in 'Description' the centre code you are hiring:

| | |
|-----------------|-------------|
| Bonython | BNH |
| Chisholm | CCC |
| Gilmore | GCH |
| Isabella Plains | IPNH |
| Richardson | RCH |

| | | | | | | |
|-------------------|---|-------------|---|--|----|--|
| Total Hire | x | Hourly Rate | | Security Bond <small>Refundable at end hire inspection and key return</small> | \$ | |
| | | \$ | | | \$ | |
| Or Set Party Rate | | | = | | \$ | |
| | | | | Less 10% Deposit | \$ | |
| | | | | Balance Remaining <small>To be paid in full prior to booking</small> | \$ | |

**Please Note extra charges may be incurred for:*

Late vacation of premises - \$40 per hour
One Hour Increments

Centre not left clean or in good repair - \$50 per hour
One Hour Increments

Your Public Liability Insurance Details

If Applicable Security Company Name / Phone / ABN

Your bank details for any bonds or refunds owed: BSB: _____ ACC: _____

I, the undersigned, propose to hold a function or activity at the times and dates outlined above. I am over 18 years of age and have read and understood the Conditions of Hire and Statement of Hirers Responsibilities (attached) and agree not to use the facilities for any unauthorised use. I also agree to pay for all damages to Tuggeranong Link property, in full, which occurs during my period of hire and understand that failure to do so may lead to prosecution by Tuggeranong Link.

Signature of Hirer: _____ Signed on behalf of Tuggeranong Link: _____

Office Use

Receipt No.

Receipt No.

Receipt No.

Invoice Raised

Sighted Y / N

Confirm Y / N

Key No. Issued:

Key Returned: Y / N

Date Inspected

Bond Refunded