



## FACILITY BOOKING FORM

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Name of Organisation: \_\_\_\_\_

Commercial       Not for Profit

Address: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Details of function (e.g. meeting): \_\_\_\_\_

### Room(s) required (tick):

Clerks Room       Jurors Room       Kitchen  
 Computer Room       Court Room       Paddock Room

Date(s) required: \_\_\_\_\_

Time(s) required: \_\_\_\_\_

### Equipment required (tick):

Data Projector       Coffee / Tea at gold coin donation  
 Smart Board (not in Paddock Room)       Other \_\_\_\_\_  
 White Board

### Additional costs apply to the following requirements:

Administration assistance  
 Photocopying / printing.  
 Advertising by Daylesford Neighbourhood Centre Inc.

Please refer to the Manager to discuss the costs.

**Total calculated cost for the Booking:**

Fee per Booking: \$

**Total: \$**

**Access arrangements:**

*If you are using the Centre after hours, you will be given the key code for the key safe. Please contact the Centre on the working day prior to the event if you have not received the code.*

Name of person to be given the key code: \_\_\_\_\_

Contact number for texting Key Code: \_\_\_\_\_

**Facility Booking Terms & Conditions**

1. Any reference to the Daylesford Neighbourhood Centre Inc. hereafter will be DNC.
2. The booking of a room or rooms entitles the hirer to the use of that room or rooms as nominated, and not to any other part of the centre other than toilet facilities and tea making facilities.
3. The use of and access to the rooms the subject of this agreement shall be limited to the times as specified in this agreement, unless otherwise agreed by DNC in writing.
4. The premises shall be used only for the purposes as specified within this agreement.
5. It shall be the hirer's responsibility to ensure compliance with all aspects of the law, including occupational health and safety and the Victorian Commission for Gambling and Liquor Regulation. DNC reserves the right to require the hirer to obtain relevant permits/licences which it deems appropriate.
6. The hirer is responsible for any loss or damage suffered or incurred by any person as a result of the negligent act or omission of the hirer, its employees, its agents or its guests, and the hirer hereby indemnifies DNC, its employees and agents against any action, suit, claim or demand made in respect of such loss or damage.
7. The hirer agrees that they are responsible for the set-up of the room in the format as required, and the return of the room to its original format and the conclusion of the hire period. Failure to do so may incur a set-up fee equal to the costs incurred by DNC.
8. The hirer agrees to ensure that the premises the subject of this agreement, together with the DNC site in general, are not damaged in any way, and are left in a clean and tidy condition at the conclusion of their hire. Rubbish shall be placed in bins, furniture returned to their original positions, cups washed, equipment turned off, etc. The hirer shall be responsible for the rectification of any damage or loss caused by them or any persons associated with them in relation to the use of the premises, including any associated costs. The hirer shall be responsible for reimbursing DNC for any costs incurred in relation to the same.
9. The hirer acknowledges that, when hiring outside of DNC's normal opening hours, the premises must be secured and locked by them at the end of the hire period, and that the premises are not left unsecured and unattended at any time during the hire period.

10. The hirer acknowledges that the booking of the facility is not confirmed until this Facility Booking Form is signed by the hirer or their agent and returned to DNC and payment is received for the deposit.
11. The hirer acknowledges that they are subject to the Policies and Procedures of DNC. In particular the Bush Fire Policy and Procedure and the Occupational Health and Safety Policy and Procedure. For policies and procedures please refer to our website: [www.ourneighbourhood.org.au](http://www.ourneighbourhood.org.au)
12. A Non Refundable booking fee deposit of 25% of the total amount of the booking shall be required to be paid within 7 days of making the booking. DNC reserves the right to cancel the booking where payment is not received by the due date.
13. The hirer agrees that in addition to the booking fee deposit, cancellation of their booking within 14 days of the event date shall incur an additional 25% of total booking fee.

*Terms are strictly 7 days after date of invoice. Refer to the Terms & Conditions above for cancellation fees. Guidelines for Centre users, including the terms and conditions, have been understood and agreed:*

Signed \_\_\_\_\_ On behalf of Hirer      Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signed \_\_\_\_\_ On behalf of DNC      Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_