



VENUE HIRE TERMS AND CONDITIONS

AVAILABILITY

- Weekdays: after KCH programs have finished, until 6pm.
- Weekends: 8am to 6pm.
- School holidays: subject to availability, upon request.

RATES

\$50/hour (inclusive of GST).

MINIMUM HIRE TIME

A minimum hire time of 2.5 hours applies to all bookings.

HIRE COST INCLUSIONS

- KCH room 2, kitchen, bathroom and outdoor space adjacent to room 2.
- Kitchen facilities:
 - Oven and cooktop;
 - Fridge and freezer;
 - Coffee machine;
 - Dishwasher;
 - Cutlery, cups, dinnerware, acrylic glassware;
 - Serving platters;
 - Servery window to the outdoor play area; and
 - Barbecue.
- Access to all indoor and outdoor toys and play equipment.
- Children's tables and chairs.
- Large outdoor grassed play area, partially covered, with a commercial ceiling fan.

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Responsible person	Operations Manager	Scheduled review date	09/04/2024



GENERAL HIRER'S OBLIGATIONS

1. You have inspected the venue and have satisfied yourself that it is adequate for your purpose and accept that you hire the venue at your own risk.
2. When hiring rooms at Karratha Community House Inc (KCH), you are responsible to ensure the evacuation of your guests in case of fire or any other emergencies.
3. You must ensure the rooms are left as you have found them. As per the *Hirer's Cleaning Checklist*, the kitchen must be clean and the dishes put away. Toys must be returned to their original location, sand swept up outside, and inside floors mopped. If this is not to satisfactory standard you may be charged an additional cleaning fee.
4. You must include the set-up time and clean up time in the hours you book and pay for. Please sure you allow enough time for this.
5. You are responsible for the actions and for the behaviour of all persons using the premises during the hire period. You shall ensure that each person using the premises during the hire period maintains a reasonable standard of behaviour and does not undertake in illegal activities.
6. Your party is to be contained within the designated KCH room and adjacent fenced outdoor area. No access to the remainder of the building is allowed. Other areas of KCH are alarmed and this will be activated if you enter the area.
7. You are to ensure that there is no disorderly or unlawful behaviour undertaken by your party guests during the hire of the KCH venue.
8. Nothing is permitted which is considered to be disorderly or unlawful in connection with the hire of the venue.
9. You must not permit anything to be done on the venue or any part hereof which may be or become a nuisance or annoyance to the surrounding neighbours.
10. No unauthorised persons are permitted to enter the property.
11. We reserve the right to request the alteration of the set-up of any event to comply with fire, health and safety regulations.

ACCESSING THE ROOM ON THE DAY

A volunteer from KCH will meet you at the venue at the requested start time to give you access to the rooms. They will also give you a quick run-down of the facilities.

At the advised finish time a volunteer from KCH will return to check that the venue is cleaned and tidied and to lock the venue. You must be ready to leave the venue at this time.

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CONFIRMATIONS

To secure your booking we require the *Venue Hire Booking Form* to be completed, signed and returned.

PAYMENT

An invoice for the venue hire and security bond will be issued, and full payment is required one month prior to the commencement of the function.

Payments can be made by cash, EFTPOS or bank transfer.

If a booking is made less than one month prior to a hire period, full payment must be made at the time of booking.

SECURITY BOND

1. The Hirer shall pay a security bond of \$200, which is due at the same time as the venue hire payment.
2. The security bond shall be returned to the Hirer within 5 business days of the end of the venue hire period, via electronic funds transfer (unless otherwise negotiated with KCH). The amount of the bond returned shall be \$200:
 - a. Less the full repair or replacement cost of any property or items damaged or destroyed by the Hirer during its use; and
 - b. Less any outstanding cleaning or hire fees.
3. Where the security bond amount is not sufficient to cover any monies owing by the Hirer to KCH, the Hirer expressly authorises KCH to charge all amounts owing to KCH by the Hirer under these Terms and Conditions.
4. Security bond transactions shall be recorded in the accounting program by the Office Administrator.

CHANGES TO YOUR BOOKING

In unforeseen circumstances where a booking needs to be rescheduled to a different date there will be no penalty charge although we cannot guarantee the new hire date you request will be available.

In the event the new hire date requested is not available and we cannot accommodate your new request, your booking will become a cancellation and cancellation fees will apply (see Cancellations section below).

CANCELLATIONS

Should you need to cancel your confirmed booking we must receive notification in writing (via email) and the following applies:

1. Cancellations made 7 or more days prior to the commencement of the function will not incur a cancellation fee;

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2. Cancellations made within 7 days of the commencement of the function will incur a cancellation fee, that being 100% of the total amount of the booking.

If KCH cancels a venue hire booking, all booking costs and bond payments made prior to the notice of cancellation will be refunded, in line with the KCH *Booking, Waitlist, Cancellation and No-Show Procedure*.

ALCOHOL AND SMOKING:

1. KCH has a no smoking or illicit drug use policy within all KCH buildings or grounds.
2. Alcoholic beverages in glass containers are not permitted within any KCH buildings or grounds.
3. If the venue hirer wishes to supply alcohol beverages they must be in cans or plastic containers. The venue hirer must ensure that at least one guest has a Responsible Service of Alcohol ticket and has a Temporary Liquor License for the event. Copies of these must be submitted to KCH at least one week prior to the party date.

CLEANING

1. Cleaning is not included in the cost of your party hire; it is your responsibility to clean after your party. Basic cleaning equipment is provided by KCH.
2. The rooms, kitchen, toilets and the play areas inside and out, must be left at the same standard they were in at the beginning of the hire.
3. Please ensure that all bins are emptied after your party and rubbish bags disposed of in the City of Karratha bins situated by the gates.
4. If the cleaning terms and conditions are not met you will be charged a fee of \$75 per hour for a minimum of 2 hours to cover the cost of ensuring the room is clean.

JUMPING CASTLES

1. If you require a Jumping Castle or inflatable equipment with your party booking it is a requirement of Karratha Community House's Insurers that only operators with current public liability insurance can supply these items.
2. Under no circumstances are you allowed to bring your own or another Jumping castle or other inflatable equipment to Karratha Community House during the time of your booking.

INDEMNITY

1. You agree to use the venue at your own risk and hereby release and waive any right to make a claim against Karratha Community House Inc. for loss, theft, cost, expense or damage arising directly or indirectly from your use of the venue.

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2. Upon acceptance of these hire terms and conditions, you will indemnify and keep indemnified Karratha Community House Inc. against all claims, losses, actions, damages, costs (including legal costs) and expenses whatsoever arising out of or in connection with the hiring of the venue including:
 - a. Loss, damage or injury to property or person occurring within the property or premises caused or contributed to by your failure (including through your guests, suppliers and/or contractors),
 - b. The negligence use or misuse by you (or your guests, suppliers and/or contractors) of any services or facilities in the building or in the premises;
 - c. Loss, damage or injury to property or person cause or contributed by your (or your guests, suppliers and/or contractors) negligence, arising out of the use of the premises.

The indemnities contained in this document do not apply when the loss, damage or injury was solely caused by the wilful or negligent act or omission of KCH, its employees or agents.

DAMAGE

1. We accept no responsibility for loss of or damage to merchandise, equipment or personal articles left in the venue, prior to during or after your party.
2. The driving of nails, tacks, screws or the fixing of adhesive material (including sticky tape and Blu Tac) or paint etc. into or on any part of the facility or furniture is strictly forbidden.
3. Please ensure that any notable damage is reported prior to the commencement of your party, as it will be deemed that this damage may have occurred during your party.
4. You are responsible for any breakage, damage or loss to KCH property or equipment or surrounding facilities, which occurs during your use of the facility caused by you, your guests, suppliers and/or contractors.
5. You are to report any damage or loss to KCH staff the next working day after your party.
6. The cost of repairing or replacing any breakage, damage or loss will be borne by you and in addition an administration charge of \$10.00 will be applicable. These costs will be deducted from the credit card details you provided.

BREACH OF TERMS AND CONDITIONS

KCH reserves the right at their discretion not to approve any booking request or to cancel the agreement at any time for any breach of these terms and conditions. Failure to comply with these terms and conditions will be regarded as a breach of agreement, giving the venue the right to sue for recovery of any amount due or to cancel all or any such future bookings.

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VENUE HIRE BOOKING FORM

Hirer details

Contact name:		KCH member:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Phone number:		Email:	
Address:			

Event details

Event date:			
Event description:			
Number of people:			
Hire start time*:		Hire finish time*:	

* Minimum 2 hour hire period applies. Please include enough time in your booking, for you to set up and clean up after your event. All event attendees must vacate the premises, and be left as you found them, by your stated finish time.

Agreement to KCH Venue Hire Terms and Conditions

I have read and agree to abide by the KCH <i>Venue Hire Terms and Conditions</i> .			
Printed name:			
Signature:		Date:	

Payment method

Select preferred payment method**:	<input type="checkbox"/> Credit card	<input type="checkbox"/> Cash	<input type="checkbox"/> EFT
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**Payment in full (including security bond) is required to secure your booking.

Please return this completed and signed form to KCH reception or info@karrathacommunityhouse.org.au

Your booking will be confirmed in writing once payment has been made in full, and a bond has been held.

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HIRER'S CLEANING CHECKLIST

Please note: all of the following items must be completed to avoid cleaning charges.

Wash all dishes and cooking trays and return to their correct location in kitchen	<input type="checkbox"/>
Clear kitchen benches of any rubbish or clutter	<input type="checkbox"/>
Wipe down benches and sinks in kitchen	<input type="checkbox"/>
Empty the kitchen bins and place bags in wheelie bins located in carpark at front of building	<input type="checkbox"/>
Wipe down highchairs	<input type="checkbox"/>
Wipe down children's food and craft tables	<input type="checkbox"/>
Sweep and mop the main floor and kitchen	<input type="checkbox"/>
Return all equipment and furniture to their previous locations	<input type="checkbox"/>
Return all toys and equipment neatly to the storeroom	<input type="checkbox"/>
Ensure bathroom area is tidy and the bins in bathroom are emptied of any rubbish	<input type="checkbox"/>
Make sure all your food is taken out of the fridge and taken away with you	<input type="checkbox"/>
Switch off lights, air conditioner and outside fan	<input type="checkbox"/>
Clean the barbecue, switch off the gas cylinder and put it back where you found it	<input type="checkbox"/>
Check that both back and front doors are locked	<input type="checkbox"/>

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Version	Reviewed by	Changes Made	Review Date	Approved By	Next Review Date
1.0		Original document.			
2.0	E. Gore, R. Joshi, R. Heffernan, K. Johnston	Formatted to KCH Brand Guide. Included bond. Updated cancellation terms to align to Cancellation and No-Show Procedure.	24/03/2021	Chairperson	24/03/2023
2.1	E. Gore	Clarified bond process and timeframes.	08/11/2021	KCH Board	08/11/2023
3.0	Board	Updated hire rate to \$50/hr and min hire to 2.5hrs.	21/02/2022	KCH Board	21/02/2024
3.1	E. Gore	Increased bond return from 2 to 5 business days.	09/04/2022	KCH Board	09/04/2024

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