

KENDALL COMMUNITY CENTRE – HIRE RATES EFFECTIVE 1 JANUARY TO 31 DECEMBER 2012

School of Arts	Commercial Hirer Rate per Hour \$	Non for Profit Group Hirer Rate per Hour \$
Hall including Supper Room cum Kitchen	10.00	6.00
Rural Transaction Centre		
Meeting Room	10.00	6.00
Wellbeing Room	12.00	By arrangement
Storage per Cupboard	\$2 per week	\$2 per week

Bookings

The Kendall Community Centre ("the Centre") is responsible for taking bookings and receiving payments. The office number is 6559 0055 and office is open Monday to Friday 9am to 4pm. Permanent bookings may be made and must cover a period of not less than 6 months, with the facility being used at least twice a month. Payment for permanent bookings must be kept at least one month in advance of use.

Bond

A General Bond of \$100.00 is payable by all hirers at the time of making the booking or when collecting the keys. For alcohol related events the Bond is \$250.00. Bonds are refundable if the Hall and all equipment is left clean and undamaged.

Public Liability Insurance

All activities in Centre facilities are to be covered by Public Liability Insurance to the value of \$10 million. Incorporated organisations must carry their own public liability insurance and evidence of this must be provided at time of booking. A copy of the Certificate of Currency is required.

The Centre can provide public liability insurance to non-incorporated groups and individuals under the following conditions:

1. The insured level of indemnity is \$10million
2. The policy covers only hirers of Centre facilities that have been specified to our Insurer.
3. The Centre must be advised immediately in the event of any incident that may result in a claim against its policy

Conditions of Use

- The Centre will not be responsible for loss or damage to property belonging to hirers or people attending their events.
- The hirer will be responsible for damage done to the building or its fixtures, fittings and equipment
- No barbeques are to be held on the deck, under the sails or on the verandah, they may only be held on the open ground
- No heating equipment is to be used inside the building apart from that provided as part of the Centre equipment

On vacating the buildings

- Turn off all lights including stage, toilet and outdoor lights
- Ensure all windows and doors are locked
- Ensure no furniture is left outside on the verandah or deck
- Tables in the School of Arts building are to be folded flat and placed against the eastern wall
- Chairs in the School of Arts building are to be stacked against the southern wall
- Kitchen facilities are to be left thoroughly clean
- Any breakages are to be reported to the Centre
- All rubbish is to be removed from the premises – hirers must dispose of their own rubbish

Smoking is not permitted inside the buildings

PAYMENT OF BOND TO CONFIRM BOOKING WILL BE DEEMED AGREEMENT TO THESE CONDITIONS.