

HALL HIRE FORM

NOTTING HILL NEIGHBOURHOOD HOUSE

APPLICANT DETAILS:

Name:

Address:

Email:

Contact Number:

Summary of event:

Is this hire a private event: **Y / N** *if yes skip to ROOM HIRE REQUEST*

DETAILS ABOUT YOUR ORGANISATION:

Are you a not-for-profit, social enterprise or NHHN community group? **Y / N** ABN:

If yes, briefly tell us about your group's vision and mission:

If you are a registered charity, NFP, NHHN Community Group, please email us to inquire about eligibility for a discounted rate.

ROOM HIRE REQUEST

Date of Event:

Indicate which room you would like to hire:

Main Hall Classroom Playroom Both Classroom and Playroom Whole Venue Hire
\$40 per hour \$25 per hour \$25 per hour \$40 per hour \$300 (8hrs)

Please make sure your booking includes time for both setup and pack up.

Any additional time used beyond your booked hours will incur extra charges.

Multiple dates; please list each date, time and room required

BOND, CLEANING AND INSURANCE

Venue Bond

A **mandatory bond of \$150.00** is required for all venue hires.

This bond acts as security to cover any damages, losses, or breaches of the hire agreement.

Public Liability Insurance

All hirers must have Public Liability Insurance with a minimum coverage of \$20,000,000.

Email a copy of your insurance certificate otherwise you will be charged an **extra \$20.00** to cover your event under our insurance.

Cleaning Bond (For Private Events):

*For all private events, an additional **cleaning bond of \$100.00** is required.*

This bond ensures that the venue is left in a clean and presentable condition after the event.

If the venue requires additional cleaning after your event, the cleaning bond will be forfeited to cover those costs.

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HIRING DETAILS AND RESPONSIBILITIES

Cleanliness

- You are responsible for ensuring the room is returned to its original condition. Failure to do so may result in additional cleaning fees.

- **Cleaning responsibilities include:**

- Ensuring all rubbish is collected and taken with you, ensure the bins onsite are emptied.
- Sweeping and mopping floors (if necessary).
- Cleaning any kitchen facilities used, including washing dishes, wiping countertops, and cleaning appliances.
- Ensuring no spills, stains, or excessive debris are left behind.

Using NHNH Facilities and Resources

- Please ensure you bring your own supplies, including bin liners, cutlery, plates, cups, serviettes, utensils, and tea towels.
- Our centre is located next to a public playground. Be aware that members of the public may request access to the facilities or bathrooms if they notice the centre is open.

Damage and Loss

- Any damage to the property, its contents or theft of property will be deducted from the bond. If the cost of repairs exceeds the bond amount, the hirer will be invoiced for the additional amount.
- The hirer is responsible for ensuring the venue is secure and locked up at the end of their event.

Cancellations

- Cancellations must be made at least 72 hours before the event to receive a full refund.
- Cancellations made within 72 hours of the event, NHNH reserve the right to retain a portion of the hire fee.

Signed Agreement:

I

agree to the above fees (hourly rate, bond, cleaning bond and insurance) and payment conditions and will abide by the terms and conditions provided for hiring the Notting Hill Neighbourhood House premises. I give permission for NHNH to use photographs of activities at the event for promotional materials, unless otherwise stated.

BOND RETURN

Account Holder Name:

BSB:

Account Number:

Please ensure all sections are complete as failure to do so will result in your booking being declined.

Return the form via email: hallhire@nottinghillnh.org.au

If you have any question email us or call on 03 9561 0114

You will receive hire instructions 24 hours before your booking.

**DO NOT TRANSFER ANY MONEY TO NHNH WITHOUT RECEIVING AN INVOICE AND
CONFIRMATION EMAIL**