

*Room Hire Application for  
Eaton Family Centre.*

NAME OF HIRER: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

TYPE OF FUNCTION: \_\_\_\_\_

DATE OF USE: \_\_\_\_\_ HOURS From \_\_\_\_\_ To \_\_\_\_\_

AREA REQUIRED \_\_\_\_\_ NUMBER OF PEOPLE \_\_\_\_\_

*Acceptance of booking will be at the discretion of  
the Eaton Family Centre Management Committee.*

**CONDITIONS**

1. **Bond:** A bond of \$\_\_\_\_\_ is payable at the time of booking to confirm date. Subject to post hire inspection report this bond will be refunded in full to the hirer. A cheque will be issued within 7 days.
2. **Insurance:** The hall hirer is responsible for insurance; The Centre does not provide any covers.
3. **Regular Bookings:** Regular permanent bookings are to advise the Centre of the permanent cessation of bookings two weeks in advance to ensure a full refund of bond. Full fees will be charged for the days bookings are held.
4. **Absent Bookings:** A full two weeks notice is required by all permanent users if you occasionally do not require your regular booking. Full fees will apply if your room is not used by your group and no notice is given, as the room is saved for your use.
5. **Guarantor:** Users under the age of 25 year as will be required to provide a guarantor over the age of 25 who must be present at the function.
6. **No Smoking:** The building and surrounding fenced areas are all non-smoking areas. If patrons smoke they are to do so on the front porch. All butts are to be placed in a suitable container and disposed of correctly before leaving.

7. **Condition of Property:** The Family Centre is to be left in the same condition as prior to the hiring of the Centre. All surfaces used are to be cleaned and furniture returned to its original position and condition. The cost of any breakages and cleaning after the hire of the Centre will be deducted from the bond.
8. **Damages:** The hirer is liable for damages in excess of the bond deposited.
9. **Locking up:** All locks (windows and doors) and bolts (top & bottom) are to be secured. Electrical equipment (ovens, fans, lights, air-conditioning) are to be turned off. Gas heaters are to be turned off. These checks must be completed just before leaving the building.
10. **Keys:** Keys and security code are to be held by the hirer only and no other person.
11. **Curfew:** As the Family Centre is in a built up area, we ask in consideration to our neighbours that music/loud noise cease at 12 midnight and the Family Centre be vacated by 12.30am.
12. **Behaviour:** The hirer must take all reasonable action to control the behaviour of persons within the Family Centre and surrounding grounds.
13. **Breach of conditions;** If any of the above conditions are breached the hirer's bond or part thereof may be forfeited at the discretion of the Management Committee according to the circumstances.

I \_\_\_\_\_ hereby agree to accept and abide by the above conditions.

**SIGNATURE:** \_\_\_\_\_

*Office Use:*

Bond - Receipt No: R \_\_\_\_\_ Hall Hire fees charged: \$ \_\_\_\_\_.

Keys given: \_\_\_\_\_ Date Keys returned: \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(List exact keys)