

Maryborough Community House Inc.



23 Primrose Street Maryborough 3465

03 5461 4551

Association Number: A0026131M

ABN: 14 524 323 936



VENUE HIRE APPLICATION FORM

TERMS AND CONDITIONS OF USE

ELIGIBILITY

1. A resident, community group or organization may hire a room of MCH if it is not already booked or planned to be used for any MCH program or activities.
2. A resident, community group or organisation must agree to all terms and conditions of venue hire application and sign where appropriate.

CONDITIONS OF USE

1. No smoking or consumption of alcohol is allowed on the premises.
2. Bookings will not be recorded and/or guaranteed until approved.
3. Fees and Security deposit to be paid within 7 days of booking once booking has been approved, unless prior arrangement has been made with the Coordinator.
4. Where room has been booked as an ongoing booking, the group or individual will be expected to pay one month in advance to secure the room and allow for MCH forward planning.
5. Refund will only be given if the house receives notification of cancellation prior to 24 hours of intended room use.
6. Under legislation the House is to close on days being declared a **CODE RED** day. At such time a refund will be issued.
7. For all ongoing bookings a Memorandum of Understanding (MOU) must be signed by the coordinator and the other party.
8. Room is not to be used for
 - a. Any illegal activities.
 - b. Any activities that do not align with MCH Inc. vision, or if it is determined not in the best interest of MCH or the Community.
 - c. Any activity that might exclude, intimidate, or threaten any member of the Community.
 - d. Any activity that requires specific Shire permits unless permits are obtained.
9. At conclusion of Room Hire the premises
 - a. Is to be left clean and tidy.
 - b. Tables and chairs returned to place for next MCH program unless stipulated by staff or volunteer.
10. All dishes used by the hirer are to be washed, dried, and put away.
11. All fans, lights, heating, air conditioners or any other appliances to be switched off and checked by person signing application form.
12. All drinks and or food used to be paid for.
13. If keys and an alarm code have been signed out
 - a. Person who has been allocated keys and alarm code must not transfer use of to any other person without notifying the coordinator in writing first.
 - b. Person who has been allocated keys and alarm code must ensure all doors are locked and engage alarm prior to leaving the building.
 - c. Any loss of keys is to be notified in writing to Coordinator as soon possible. Cost of replacement will come out of security bond and new alarm code will be allocated.
14. Any feedback or safety issues to be advised through the MCH feedback document.

Please ask at reception desk for document.
15. Any loss or damage will come out of security deposit and if damage exceeds security deposit an invoice to cover the costs will be invoiced.
16. All persons entering the building must fill in their name and activity for coming to the House in the SIGN IN REGISTER near reception.

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Please Circle or Complete all Details

1. Room Required

Multipurpose room Kitchen Interview Room Meeting Room

2. Are you

Organisation Individual

3. Contact Details –

If an organisation, please state both contact name and name of the organisation.

Name: _____

ABN: _____

Insurance Details: _____

*Billing Address: _____

Mobile: _____ Landline: _____

*Email Address: _____ *required for billing purposes

2nd Contact - Name

4. Date/s and Times Room Required

Date/s _____

Time Room Required From _____ to _____

If this room hire is to be an ongoing booking, please specify

Day _____

Time from _____ to _____

Date from _____

In the event the room hire is not required please specify dates during this period.

I agree to abide by the terms and conditions as set out in this Maryborough Community House venue hire application,

Signed _____

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Please print name of person signing _____

Date _____

Witnessed by _____ Date _____

Please print name of person witnessing (must be staff or registered volunteer of MCH)

Our BANK Details - if wish to PAY VIA Direct Online Payment

Bendigo Bank BSB 633000
Account 136161189

Amount _____ Date _____

Please advise monies transferred

<mailto:accounts@mchvic.org.au>

OFFICE USE ONLY

Has application been approved? Yes No

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Has email address been given for billing purposes Yes No

If yes please specify day, date and time room hire to commence and cease

Start.....

End.....

Security and fees to be paid.....

Security \$.....

Hire fee charged \$..... per.....

Book Number #

Receipt Number

Approved By

Please sign

If this in an ongoing arrangement, has an MOU been agreed upon and signed by both parties

YES

NO

If yes, please attach the original to this application