



ABN: 54 007 651 937

11 Grove Street
Atherton 4883

Phone: 4091 7066
Fax 4091 7088
Email admin@tclink.org.au

OFFICE HIRE

OWNER: Tableland Community Link Association Incorporated

ROOM HIRE INCLUDES: Electricity, lighting, air conditioning, two toilets including one disabled, tea and coffee making facilities.

HIRER: _____

Contact Person: _____

Contact Phone No: _____

Address: _____

Description of Use _____

Hiring Dates/Regular Days: _____

Hiring Time: From _____ am/pm To: _____ am/pm

Rental Fees: \$50 + GST full day

I/WE AGREE TO THE FOLLOWING:-

1. To pay the hire charge in the manner and time agreed.
2. The hirer will ensure that where the law requires, appropriate persons will have Positive Notice Cards
3. To leave the room in a clean condition with all rubbish removed.
4. Not to remove any of Tableland Community Link's property.
5. To carefully maintain all of Tableland Community Link's property, ensuring everything is left in original position.
6. To report any loss/damage of property and to pay for its repair or replacement.
7. Not to permit smoking (Only in designated areas) or any illegal activity in or about the premises.
8. Not to allow animals within the premises other than registered hearing/seeing dogs.
9. To switch **OFF** all lights, air conditioners and other electrical appliances before vacating premises.
10. To secure all windows and doors on vacating the premises.
11. To respect the rights of neighbours.
12. To effect and keep in force public liability insurance cover at the Hirer's expense for an amount not less than \$5,000,000 which will include the following extensions:-

* Liability for loss of or damage to property of the Owner.

* Indemnity for claims made against the Owner arising out of negligence of the Hirer.

ACKNOWLEDGEMENT BY HIRER:

The Hirer acknowledges that the facility is in such a condition at the date of commencement of the hiring as to render it completely suitable for the purpose for which the Hirer intends to use the same.

INDEMINTY:

The Hirer hereby indemnifies the Owner from and against all actions, suits, claims and demands of whatsoever nature arising out of or in any way touching or concerning the hiring of the premises.

SIGNED on behalf of the TCL: _____

SIGNED on behalf of the HIRER: _____

DATE: _____

<u>PAYMENT METHOD</u>		
CASH <input type="checkbox"/>	CHEQUE <input type="checkbox"/>	DIRECT DEPOSIT <input type="checkbox"/>
Direct deposit details. Tableland Community Link Bendigo Bank Atherton BSB 633-000 Account 121 956 163		

<u>OFFICE USE ONLY</u>	
Room Checked before Hire <input type="checkbox"/>	Name: _____
Room Checked after Hire <input type="checkbox"/>	Name: _____