



Tableland Community Link Assoc Inc (Owner)  
 A: 11 Grove Street, Atherton QLD 4883  
 P: 4091 7066  
 F: 4091 7088  
 E: admin@tclink.org.au

### TRAINING ROOM HIRE

Cost: \$132 per day

*Room hire includes tables, chairs, electricity, lighting, air conditioning, use of accessible toilet facilities, easel and white board, kitchenette, hot water urn, cups, glasses, water jugs, cutlery, coffee, tea, sugar, milk. If there is something else you need, please ask and we will endeavour to source it for you.*

Hirer:	.....
Contact person:	.....
Phone:	.....
Email:	.....
Address:	.....
Description of use:	.....
Hire dates:	.....
Hire times:	From: _____ am/pm To: _____ am/pm
Number of attendees (max 20):	

By signing this agreement, the Hirer agrees to the following terms and conditions:

- 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.
- To pay the hire charge in the manner and time agreed.
- The Hirer will ensure that where the law requires, appropriate persons will have Positive Notice Cards.
- To leave the facility in a clean condition with all rubbish removed and washing up done – otherwise a \$30 cleaning surcharge will apply.
- To not remove any of Tableland Community Link’s property.
- To carefully maintain all of Tableland Community Link’s property, ensuring everything is left in the original position.
- To report any loss/damage of property and to pay for its repair or replacement.
- To not permit smoking (except in designated areas) or any illegal activity in or about the premises.
- To not allow animals within the premises other than registered hearing/seeing dogs.
- To switch off all lights, air conditioners and other electrical appliances before vacating premises.
- To secure all windows and doors on vacating the premises.
- To maintain high security of the key at all times.
- To respect the rights of neighbours.
- 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:
  - a. Liability for loss of or damage to property of the Owner
  - b. Indemnity for claims made against the Owner arising out of negligence of the Hirer
- Cancellation of room hire with less than 24 hours’ notice will result in forfeiture of hire fee.

Signed on behalf of the Hirer: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed on behalf of Owner: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*If Hirer requires a key for entry/exit out of office hours, a \$20 deposit is to be paid. This deposit will be refunded on return of the key.*