



## CASUAL HIRE AGREEMENT

### Contact details

- PO BOX 175 Rokeby TAS 7019
- The Grace Centre, 11 Ralph Terrace, Rokeby 7019
- admin@hobart.org.au
- 0490 100 086
- <https://www.gracecentre.org.au>

Please contact the Grace Centre to make a booking.

## CONTENTS

HIRE AGREEMENT.....	3
PUBLIC LIABILITY.....	3
ACCESS TO & LEAVING THE GRACE CENTRE, ORIENTATION.....	3
VENUE FEES.....	3
PAYMENT.....	4
CANCELLATION OF BOOKING.....	4
ALCOHOL.....	4
CLEANING OF VENUE.....	4
ADDITIONAL CHARGES.....	5
RESTRICTIONS.....	5
SECURITY AND LOCKUP.....	5
ANIMALS.....	5
CONTACT NUMBERS .....	5
HIRER APPLICATION AND DECLARATION.....	6

## HIRE AGREEMENT

The Hirer Application and Declaration form must be completed and signed prior to the booking date. The Hirer (hiring organisations must designate a responsible person) must be aged 21 years or over (photo ID must be provided if requested) and is responsible for supervising the function. Where the Hirer intends to use the Grace Centre to provide programs/activities for people under the age of 18 years, the Hirer shall provide sufficient and competent adult supervision at all times and is responsible for all participants' behaviour; compliance with legal requirements such as Working With Vulnerable People cards is mandatory.

## PUBLIC LIABILITY

Hirers are to provide evidence of Public Liability insurance (i.e., a Certificate of Currency) from their insurer.

## ACCESS TO AND LEAVING THE GRACE CENTRE, AND ORIENTATION

Keys/fob are to be collected from the Grace Centre, 11 Ralph Terrace Rokeby, at the time of your face-to-face orientation. The orientation must be arranged prior to hire to demonstrate all practical aspects of opening and closing the Grace Centre. It is advised that the designated responsible person is also the person who collects the key and undergoes the orientation. Please be punctual and arrive at the time arranged for the orientation.

Hirers are to strictly observe the hours of their booking. This must include set up, set down and cleaning.

The venue and car park must be vacated by the end of your booking time. Every consideration must be given to those who reside close to the venue by people using and vacating the area. It is the Hirer's responsibility to ensure noise and appropriate behaviour are adhered to at all times.

***A \$40 deposit will be required when picking up the key and alarm fob. This will be refunded when the key and alarm fob are returned.***

## VENUE FEES

Hire fees are due and payable 7 days prior to your booking.

### **LARGE ROOM (Due to COVID restrictions maximum 80 people)**

Community Grp / NFP	\$17 p/h
Other	\$37 p/h
COVID-19 clean of touchpoints by Grace staff after hire	\$17 Compulsory

Clean of venue & touchpoints by Grace Staff after hire \$35 p/h

**SMALL ROOM (Due to COVID restrictions maximum 12 people)**

Community Grp / NFP \$10 p/h

Other \$22 p/h

COVID-19 clean of touchpoints by Grace staff after hire \$15 Compulsory

Clean of venue & touchpoints by Grace Staff after hire \$25 p/h

(Note: The COVID-19 clean is mandatory and to be carried out by Grace centre staff as long as restrictions are in place).

**EQUIPMENT HIRE (Community Grp / NFP)**

Whiteboard \$10

TV \$10

Portable Sound System \$10

WIFI Complimentary

**EQUIPMENT HIRE (Other)**

Whiteboard \$22

TV \$22

Portable Sound System \$22

WIFI Complimentary

**PAYMENT**

Payment can be made via credit card online at <https://www.hobart.org.au/grace-centre-hire/> but we prefer direct deposit to BSB: 633 000, account: 147 469 225. Please narrate your payment with Hirer name and date of hire. Note payment is due 7 days prior to your booking.

**CANCELLATION OF BOOKING**

Please let us know as soon as possible if for any reason you need to cancel or postpone your booking. A cancellation fee may apply.

## ALCOHOL

Alcohol cannot be sold or consumed at the Grace Centre.

## CLEANING OF VENUE

It is the responsibility of the Hirer to ensure the Grace Centre is left in a clean and tidy state unless arrangements have been made with the Grace Centre for their staff to clean. Please leave the venue as you found it. Failure to do so may result in additional cleaning charges. Please refer to the laminated checklist to assist with cleanup and closure.

### Duties include:

- Disposing of all rubbish in the provided bins at the entry gates. If rubbish exceeds the supplied bin, the Hirers must remove excess from the premises.
- All recyclable materials are to be placed in the yellow bin provided at the entry gates.
- All surfaces, including tables, chairs, benches and sinks are to be wiped clean. **During COVID-19 restrictions**, please leave used tables and chairs stacked neatly in the meeting room adjacent to the storage area.
- All carpets are to be vacuumed and kitchen/hard floors to be mopped.
- All chairs and tables are to be neatly stacked in the specified storage area (or adjacent to during COVID-19 restrictions.).
- The toilets and foyers are to be left in a clean and tidy state.
- Vacuum cleaner must be returned to the correct place after each use. Please wind the cord from the cleaner end, not the plug end (prevents the cord twisting).
- Hirers are required to bring their own cleaning equipment e.g. tea towels, sponges, surface sprays. A vacuum cleaner, mop and broom, and floor detergent are provided.

## ADDITIONAL CHARGES

Any and all damage to the Grace Centre including furniture and other contents must be paid for.

Additional cleaning charges may apply if the premises are not left "as you found it" unless otherwise specified in hire.

Additional COVID-19 cleaning charges apply whilst COVID-19 restrictions are in place (see VENUE FEES above)

## **RESTRICTIONS**

- Smoking is prohibited inside and within 5 metres of the building.
- Signage. Notices, signs or advertisements of any kind are not to be affixed to the walls, doors or any other part of the building without Grace Centre permission.
- Decorations and appliances. All property, balloons, decorations, catering appliances or fittings belonging to the Hirer must be removed from the Grace Centre on the day/evening of the event. Any Hirer supplied electrical appliances that are to be used in the Grace Centre must have been tagged and tested by a suitably qualified person within the last 6 months.
- Behaviour. No obscene or insulting language or disorderly behaviour shall be permitted.

## **SECURITY AND LOCKUP**

At the end of each booking all lights, heating/air-conditioning and hot water must be turned off and all external doors locked. The entry gates to the Grace Centre must be closed and fastened. PLEASE NOTE THAT YOUR ACCESS PERIOD WILL BE AVAILABLE FOR ONLY THE TIME YOU HAVE SPECIFIED ON THE APPLICATION FORM.

## **ANIMALS**

Animals (other than Assistance Animals) are not permitted in the Grace Centre.

## **CONTACT PHONE NUMBERS**

During office hours: 0490 100 086

After hours: 0438 515 874

**The Grace Centre**  
**11 Ralph Terrace, Rokeby Tas.**

**HIRER APPLICATION AND DECLARATION**

**Please complete this form and return to the Grace Centre**

I/We understand and will comply with the conditions outlined in the Grace Centre Hire Agreement.

**Hirer's Name:** \_\_\_\_\_

**Organisation/Group/Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Suburb:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Hire date/s:** \_\_\_\_\_

**Hire start and end times:** \_\_\_\_\_

\_\_\_\_\_

**Purpose/Type of Function:** \_\_\_\_\_

Public Liability Certificate of Currency attached (circle one): Yes / No

(Please contact the Grace Centre if you do not have a Certificate of Currency)

**If your hire is over multiple days please duplicate the following page for each day**

DATE \_\_\_\_\_ TIME \_\_\_\_\_ to \_\_\_\_\_

**LARGE ROOM (Due to COVID restrictions maximum 56 people)**

Community / NFP	\$17 p/h _____ No of hrs
Other	\$37 p/h _____ No of hrs
COVID-19 clean of touchpoints by Grace staff after hire	\$17 (Compulsory)
Clean of venue & touchpoints by Grace Staff after hire	\$35 p/h

**SMALL ROOM (Due to COVID restrictions maximum 12 people)**

Community / NFP	\$10 p/h _____ No of hrs
Other	\$22 p/h _____ No of hrs
COVID-19 clean of touchpoints by Grace staff after hire	\$15 (Compulsory)
Clean of venue & touchpoints by Grace Staff after hire	\$25 p/h

(Note: The COVID-19 clean is mandatory and to be carried out by Grace centre staff as long as restrictions are in place).

**EQUIPMENT HIRE (Community / NFP)**

Whiteboard	\$10 <input type="checkbox"/>
TV	\$10 <input type="checkbox"/>
Portable Sound System	\$10 <input type="checkbox"/>
WIFI	\$0 <input type="checkbox"/>

**EQUIPMENT HIRE (Other)**

Whiteboard	\$22 <input type="checkbox"/>
TV	\$22 <input type="checkbox"/>
Portable Sound System	\$22 <input type="checkbox"/>
WIFI	\$0 <input type="checkbox"/>

**TOTAL** \$ \_\_\_\_\_



## **DECLARATION**

- I have read and agree with the conditions detailed in the Hire Agreement
- Where the Hirer is a company or incorporated association, I am authorised by the Hirer to sign the Hire Agreement
- I accept full responsibility for any damage to the facility and/or additional fees incurred as outlined in the Grace Centre Hire Agreement.

Signed:

---

Date:

---

## **PRIVACY STATEMENT**

The personal information provided by you in this Declaration is required for the purpose of your booking the Grace Centre and will be protected in accordance with the provisions of the National Privacy Principles and Privacy Act of 1988.