



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.

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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.

VENUE FEES

LARGE ROOM (Due to COVID restrictions maximum 80 people)

Community Grp / NFP	\$17 p/h
Other	\$37 p/h

(Due to COVID touch point clean we have to add a cleaning charge to each hire)

Clean of venue & touchpoints by Grace Staff after hire	\$35
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SMALL ROOM (Due to COVID restrictions maximum 12 people)

Community Grp / NFP \$10 p/h

Other \$22 p/h

(Due to COVID touch point clean we have to add a cleaning charge to each hire)

Clean of venue & touchpoints by Grace Staff after hire \$22

(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

TEA, COFFEE & CATERING

We don't provide any of the above at this stage but are able to provide an urn for hot water. Please let us know during your orientation and we will make sure it's set up for you beforehand. We have limited space in our onsite fridge which we're happy for hirers to use but once again please let us know beforehand what your requirements are.

PAYMENT

Payment is to be made by 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. 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.

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