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LAIDLEY & DISTRICTS COMMUNITY ORGANISATION INC.

Email: admin@ourcommunitycentre.org.au

OUR YOUTH CENTRE HIRE AGREEMENT – 2016
CNR Williams Street and Ambrose Street Laidley

Agreement between the Laidley & Districts Community Organisation Inc .and

Of (address) _____ **Post Code:** _____

Contact Person: _____

Postal Address (if different from above) _____ **Post Code:** _____

Ph: _____ **Fax:** _____ **Email:** _____

For the use of the ‘Our Youth Centre’, CNR Ambrose & William St, Laidley:

The Youth Centre is made up of two large rooms which are separately locked and separately accessed. It is expected that the hiring organisation ensures that they are supervising participants at all times to ensure property, fittings and fixtures are not damaged. Any damage will be the responsibility of the hiring organisation to pay for fully.

Activities Room Whiteboard, kitchenette, microwave, fridge, toilets.

The Activity Room; This is the first room at top of ramp, has its own kitchenette and toilet facilities within the room, it also has tables and chairs, and fitted out with numerous board games.

Games Room Pool table, whiteboard, chairs.

The games room; the second room, is accessed via a separate entry. This room has no kitchenette or toilets.

Please Note: The Games Room cannot be hired out on its own due to no access to toilet or kitchen facilities. However, the Activities room and the Games room can be hired out together.

Activity Room	Cost	Activity and games Room	Cost
Hire period		Hire period	
Hourly Rate	\$15	Hourly Rate	\$22
Half day (4 hrs)	\$45	Half day (4 hrs)	\$66
Full day (8 hours)	\$90	Full day (8 hours)	\$132

“Empowering the community to take charge of their own lives...”



Purpose of Hire: _____

What activities will be conducted on site:

Demographics of Participants _____

Youth – Age _____

No of Participants _____

Contact details of Person Supervising participants on site _____

Other _____

Equipment Required: _____

DAY(S) REQUIRED:

DATES:

SUNDAY _____

MONDAY _____

TUESDAY _____

WEDNESDAY _____

THURSDAY ... _____

FRIDAY _____

SATURDAY ... _____

TIME IN: _____ AM/PM TIME OUT: _____ AM/PM

Hire Rates current until 30th June 2016
Inclusive of GST

We agree to:

- Leave the room **clean** and **tidy**
- Turn off hot water (Zip Boil), lights, fans and air-conditioner
- Close and lock windows and doors
- Take responsibility for all rooms and equipment used; alert LADCO of **ANY DAMAGES** to the building, equipment, or surrounding property.
- Alert LADCO if there are any changes to our arrangements
- Pay the room hire fee promptly upon invoice, or as per other mutually agreed upon arrangements
- Pay the full room hire fee if a cancellation is made **within 24 hours** of the scheduled hire
- Pay 50% of the room hire fee if a cancellation is made **between 24 and 72 hours** of the scheduled hire
- Provide **Certificate of Currency** for Public Liability naming "*Laidley & Districts Community Organisation Inc*" as an interested party for this purpose
- Promptly return the key to LADCO (between the hours 9am to 2.30pm, or if using outside Centre hours by placing it in the key lock boxes mounted to building)
- Pay call-out of fee of **\$40** where keys are not collected by 2.30pm or returned within 24 hours of their scheduled return time.

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Hiring of the Youth Centre can be done either by hiring:

- a) The Activity Room only or;
- b) The Activity Room and the Games Room.

Activity Room



Games Room



Activity Room



Games Room



OFFICE USE ONLY:				COMMENTS:
TOTAL HOUR COST	\$			
TOTAL DAY COST	\$			
PUBLIC SUPPLIED	LIABILITY	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

All bookings are subject to availability and approval when this form is completed in full and submitted to LADCO.

Collection of Keys for after hour's pick-up needs to be arranged with our Administration Officer. The password for the locked key boxes will be provided before your room booking day. Keys must be returned to the centre upon leaving the hire room. Should the office be closed then the key lock box must be used. Centre hours are 9.00am to 3.00pm Monday to Friday.

Signed,

 Authorised signatory
 On behalf of HIRER

 Date

 Manager / Representative
 LADCO

 Date

z:\master documents (new)\room hire booking packs to june 2016\youth centre room hire agreement to june 2016.docx

"Empowering the community to take charge of their own lives..."

Our Community Centre – funded by Department of Communities, Child Safety & Disability Services

