

-RENTAL AGREEMENT - CONDITIONS OF HIRE

Property: 43 Mason St, Newport **mark applicable Rental space(X) and write Room Number (if applicable)**

- **House** **Room No.** _____
➤ **Corporate Room**

1. A fee is payable for use of properties and at the discretion of Co-ordinator/Directors regarding rental.
2. Groups are to provide (room rental during Outlets "open hours" – at house)
 - Groups - To supply own Tea, Coffee, etc.(unless otherwise agreed – Cost: \$1.00 per cup)
 - The room must be left tidy (follow classroom rules – displayed in room)
 - Cups/Plates washed and put away
 - Kitchen facility to be left clean and tidy.
 - NO FOOD to be taken or eaten in (the crèche)
 - **NO SMOKING** permitted in HOUSE (forfeiture of Bond moneys will occur if evidence of smoking, such as extinguishing of butts on floor etc. is obvious.
(Smoking is NOT permit on Premises – OUTLETS)
3. One person must act as responsible contact that deals directly with the house and signature of Agreement.
Identification required. References are required for function use.
 - **"Room Procedures" and "Conditions of Use" to be read with Agreement.**
4. **On leaving:**
ALL windows, doors to be locked. Heaters, Fans, lights and all other appliances are turned **OFF**.
ALL RUBBISH in rooms to be collected and removed and placed in 'CORRECT Bins' on front verandah.
Furniture to be replaced as found (Chairs stacked, tables in appropriated rooms)
HOUSE to be LOCKED and SECURED.
***Failure to comply with this RULE will result in –**
 1. first occurrence an additional \$200 penalty or LOSS of BOND
 2. second (2nd) occurrence – the facility will be unavailable.
5. **BOND:** The bond is security for any damaged to the building, house and/or breach of conditions of hire. The total bond will be refunded to the hirer, provided the hirer has complied with all aspects of the conditions of hire. Should the cost repairing damage to the property exceed the bond, the hirer shall pay the additional costs. The cost of extra cleaning as a result of the function will be deducted from the bond.
6. **BREACHES:** Outlets reserves the right to expel person(s) or terminate the function/room hire due to any breach or condition of hire and/or misconduct by patrons.
7. **Outlets NCEC Access/Limit of Hire:** Authorised persons of/by Outlets NCEC are entitled to access buildings, at any time, regardless of bookings
 - to oversee correct utilisation is being carried out
 - or to carry out Maintenance or Administration duties (In agreeance)
8. **Keys:** to be collected and returned to Outlets (unless otherwise instructed by Co-ordinator) (KeySafe)
 - **(Day Hire) Outlets Keys to be picked up on day of hire and returned on same day.**If groups hiring premises lose or fail to safely secure Keys in KeySafe those groups/persons will be responsible for the replacement costs of \$200
9. **Payment of hiring to be made prior to collection**
Instructions to access will be given – KeySafe, Security Codes, Alarm and Locking up procedures
10. Regular scheduled Groups MUST inform Outlets NCEC when they are not going to use House as scheduled.
11. **Parking: Please note Parking Limits 2 hours only.**
 - Parking along fence line in neighbouring garage (after hours only) - (TBA)
 - Outlets - Street parking in Mirils. Schutt St and Durkin St available please abide by Permit times.

12. **Outlets Co-op Neighbourhood House Ltd – House Rental Charges: COSTS:**

RENTALS - (during operational times) 2-3 hour sessions between 9am-4pm

EVENING RENTAL Monday - Friday – between 4 – 10pm (House to be vacated by 10:30pm)

WEEKEND RENTALS – As agreed with Co-ordinator

Costs vary between room size and use of facility - standard guidelines as follows:

House – Main Centre

Bond: \$200 (*)applicable to evening, weekend use & Private RTOs **Key bond: \$40** (refundable)

Room 8: \$10 per two hour block (only available during operational times)

Room6: \$30 weekend and outside operational sessions

Rm1 (creche) \$20 for one room use (ie: 5 or 6) operational and one-off meetings

Play area \$50 outside operational hours only (*discretionary*)-refer to *Creche Policies and Procedures of Use*

Play area \$tbc outside operational hours (*discretionary*)-refer to *Creche Policies and Procedures of Use +Room*

Play area \$tbc during operational hours (*discretionary*)-refer to *Creche Policies and Procedures of Use +Room*

Corporate Room Room 11 – Side verandah entry - refer to *Multi-Purpose Room Policies and Procedures*

Bond: \$200 (*) **Key bond: \$40** (refundable)

Room 11 \$50 per two hour block - during operational hours and evenings

Room 11 \$100 weekend sessions – per day session

(**Personal or Party Hire only available to *active current House Member/Directors*)

13. **PERMITS: Please supply a copy**

Liquor – is prohibited on the premises of Outlets Co-op Ltd – unless a Director is present or otherwise authorised. *VGLR or <https://liquor.vcglr.vic.gov.au/liquorportal/> to apply for appropriate license

14. **INSURANCE:**

Public Liability Cover is compulsory when hiring rooms/centre Outlets-NCEC.

Your application will be refused if you do not show a **certificate of currency** when lodging the application.

If you need assistance in acquiring Insurance, please see Co-ordinator.

15. **PAYMENTS and SIGNING of AGREEMENT are to be made prior to RENTAL DATE.**

Cash or Direct credit accepted.

***If conditions are not adhered to deposit will be forfeited.**

***DO NOT abuse the privilege of this LOW rental or COSTS will be RAISED and future access denied.**

16. **CANCELLATIONS** – are to be made in writing **7 days prior to booking.**

17. If items for permanent rental wish to be left, please speak to Co-ordinator for availability of space,

Ensure ALL items are clearly NAMED and LABELLED.

The Centre **TAKES NO RESPONSIBILITY** for items stored.

Please respect others' personal property, if this causes *conflict* between groups then NO items to be STORED.

18. Upon the time of rental agreement, you will be **allocated** a 'Room and Time.'

PLEASE use ONLY that space and DO NOT disturb other areas of the house OR equipment, as they are set for other classes and sessions.

*If items or furniture needs to be moved, PLEASE return to original position.

Please respect these RULES and AGREEMENT - so as to continue community access to these premises.

I agree that I have read and understand the “Conditions of Hire” and undertake to comply in all aspects to such conditions.

Name: (print) **Address:**

Signature: **Email:**

Phone No:

AGREEMENT
OUTLETS CO-OPERATIVE NEIGHBOURHOOD HOUSE LTD
Newport Community Education Centre (NCEC)
and

(Please Circle area)

Time: (_____ AM/PM) Commencement Date of Agreement – (DD/MM/YYYY) House Rm__ / Corporate

Costs: Bond: \$200/\$100 (refundable at end of contract – adhering to Conditions)
Key Bond: \$40 (refundable on return) **(Key area.....)**

Session Hire: \$ 000.00 + \$ GST = \$ 000.00 per session Number of Sessions 00000

TOTAL PAYMENT: \$ 000.00

Rental is agreed by Outlets Co-op NH Ltd and _____ to hire/meet on Day. and. TIME AM/PM
..... (In agreement with the following conditions)
Commencing DD/MM/YY – DD/MM/YY being 000 sessions (In agreement with the following conditions)

Outlets Co-op Neighbourhood House Ltd retains the right to hire SPACE on the day of permanent users for specific events ie: Government or Community formal announcements - **Notification will be given** to group and/or other arrangements made for permanent group.

Specific Inclusions Use:

- **NO SMOKING** allowed on premises Outlets Co-op NH House
(seek Alternative Front outside areas-back/play yard NOT allowed)
- Details regarding specific use (as per outlined below) and if applicable MOU agreement
- Payment in advance (as per agreement)
- **Rubbish be removed** from room and placed in correct recycling and refuse bins - **by users/renters**
- Any damage to the property or contents, false security and fire alarms to be all - **at cost of user/renters**
- Ensure Premises is fully locked (entrances and exits) Alarmed and lights/heaters/Aircon OFF when leaving

Details for use of Hire by Group (Please complete)

Name/s of Contact Person: _____
Group Name: _____
Purpose of group meeting: _____

- MOU or basic Rental Agreement (RA): to be adhered to.**
- Delegation of Authority -Signatory to have full responsibility for use.**
- Copy of Certificate of Currency to submitted.**
- Referee's may be requested**
- Agreement must be Signed between Parties**

CONDITION OF USE to be read in conjunction with **Room 11 Corporate Room Procedures**

By signing you agree with 'Outlets Co-op NH House LTD' Rental Agreement – Payment, Procedures & Policy

On behalf of Outlets Co-operative Ltd:(print name)

.....(signature)

Therese McKenney 0412315450
CEO/Co-ordinator 9391.8504

outlets@outletscop.com.au

...../...../.....(date)

Ph:

email: