



The Hirer AGREES to the Terms and Conditions of Hire as previously given to the Hirer, and to the following Parts pertaining to the aforementioned Terms and Conditions of Hire
(this is a digital form – please save once complete with your name and send to hall@kcda.org.au)

| NAME AND ADDRESS OF HIRER | | | |
|--|----------------------------------|-------------------|------------|
| Name of Responsible Person | | | |
| Address: | | | |
| Phone / Mobile: Bus | | | |
| Email | | | |
| BOOKING DETAILS | | | |
| Name of event/purpose of Hire | | No of attendees | No of days |
| Date / Dates Required | From | To | |
| Duration of Use | Access time(s) from | Access time(s) to | |
| FACILITIES REQUIRED | | | |
| KITCHEN (food handling certificate required for catering) | EXTERNAL CATERER contact details | | |
| OTHER (please specify) | | | |
| CHARGES (please calculate based on the below criteria) | | | |
| Wedding/ birthday hire (access from 6pm day before to 12pm day after for set up and pack down, inclusive of cleaning) @\$600 +bond+ insurance* | \$ | | |
| Full day Rental 9am - 5pm @\$350 corporate/meetings | \$ | | |
| ½ day rental 5 hours or less @ \$250 corporate/meetings | \$ | | |
| Non event/non corporate** hourly less than 10 people @ \$20/hour | \$ | | |
| Non event/non corporate** hourly 10-20 people @ \$30/hour | \$ | | |
| Non event/non corporate** hourly 20 + people @ \$40/hour | \$ | | |
| Bond \$200 or \$1000 for 21 st or 18 th Birthdays refundable post event | \$ | | |
| Insurance * \$65 if no personal liability insurance certificate | \$ | | |
| ** this fee is for small classes ie yoga, tai chi etc | TOTAL | \$ | |

I/We agree to the hire of the Community Centre as set out in the Terms & Conditions attached:

| | | |
|---|------|------|
| Signed | Name | Date |
| | | |
| ** I have attached my Public Liability certificate of currency with this form | | |