



CEO Miriam Cadwallader
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Office Hours
 Monday to Thursday - 9.00 am to 5.00 pm
 Friday - 9.00 am to 4.00 pm

ROOM HIRE AGREEMENT 2018

Group Name	Date
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Living Learning Pakenham Inc. is a Community Centre, Neighbourhood House and Learn Local Community College; and manages the Cardinia Shire building and provides information, Referral Support to the community.

The centre has rooms available for hire to community members and organisations when not in use for its core purposes.

Mission Statement

LLP is committed to providing lifelong learning in a caring, professional, supportive community environment, which contributes to the economic, social and cultural development of individuals and the community.

In addition LLP operates in accordance with the objectives of the equal opportunities Act 2011 in ensuring equal opportunity for all members of our community to participate in learning and social support at LLP. We actively discourage discrimination and other behaviour that impacts upon the human rights of all centre users.

Name of Contact	
Address	
Invoice to	
Phone Details	
Client ABN	
Email	
Description of Activity	
No. of participants using the room	
Room Allocation	
Day/s, Dates and Times	

Room Rental Rate

Will you require the use of the allocated room during the School and Public Holidays' Yes No

Additional bookings, refer to attached sheet

Room Hire Requirements

Keys Required: If keys are made available to a room hirer a refundable deposit of \$50 is required and a key register form must be filled in.

Insurance Documents: Business groups are required to provide LLP with a copy of their current public liability insurance documents.

Proof of identification: copy of Driver's Licence, passport etc.

Equipment Required

Data Projector

Interactive whiteboard

TV/Video

Other:

Bond Arrangements applicable Yes No

- In some cases there may be a requirement to pay a bond for room hire.
- A deposit of \$50 is required before a key will be distributed.
- Room Hirer will forfeit the key deposit if the key is not returned at the end of the Hire Agreement.

Bond Deposit Amount Required	
Bond Key Deposit Amount Paid	
Date Bond/Key Deposit Paid	
Receipt No.	
Bond Approved for Refund <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for not returning bond/key deposit. Approved by:
Amount to be Refunded	
Date Refunded	
To be refunded by <input type="checkbox"/> EFT	EFT Details Name of Account BSB Account Number.....

Room Hire Terms and Conditions

- Rooms cannot be used for any illegal practices. Where they have been identified as having occurred rental agreements will be cancelled and the relevant authorities notified.
- There is no alcohol permitted on the premises and including the Community Garden.
- Follow the “**End of Session Checklist**”, please note room condition requirements.
- The “**Emergency Evacuation Checklist**” must be read prior to using the centre.
- If you make any changes, please return furniture according to the way you found it before leaving.
- No food consumption in the rooms and drinks are limited to travel mugs or bottles with lids.
- Any crockery and cutlery used must be cleaned and put away and the kitchen area left clean, tidy and swept before vacating the building.
- Please remember Living Learning Pakenham is a community facility shared by many user groups. Please be quiet in the main downstairs area and only use spaces that you have been allocated.
- Parents are asked to take responsibility for their children while using the centre.
- The Living Learning Pakenham office is not open Public Holidays, Cup Monday and the Christmas/New Year period.
- If this contract needs to be cancelled, two week notice must be given in writing.
- Where damage or uncleanliness has been identified on more than one occasion, a bond deposit may be required before a room booking can proceed.
- Cancellation of a casual booking must be made in writing or email 5 business days prior to day of usage or no refund will be given.
- Permanent room bookings will be paid for regardless of their actual attendance, unless it is stated in the original agreement upon signing or if it is a public holiday.
- Living and Learning reserves the right to cancel this agreement.
- **As a condition to using the Centre we require that you record, on the attached template, the number of attendees accessing the centre each week.**
- **Emergency telephone is located in the lift.**
- **After hours emergency contact ONLY 0404 538448/0438 250156**

I agree to the terms and conditions of this room hire agreement

Signed on behalf of organisation

Name of signatory

Signed on behalf of Living Learning Inc. Pakenham

Date of agreement

