



79 Langhorne Street
Dandenong Vic 3175
ABN: 18 282 739 596

Phone: (03) 9701 3740

Fax: (03) 9793 9536

Email: administration@wellspringsforwomen.com

ROOM HIRE TERMS and CONDITIONS

1. Bookings

- Forms must be read and completed in full.
- Use of tables, chairs and equipment must be requested on your application form.
- Room Hire can only be offered in agreement with our terms and conditions.
- We reserve the right to decline applications at our discretion.
- All cancellations must be submitted by phone or email.
- Failure to notify Wellsprings of your cancelled booking will result in the full amount payable.

2. Payments

- All room hire fees must be paid in advance.
- Failure to pay invoices within 14 days of issue may result in a Late Payment Fee being charged and may result in cancellation of future bookings.

3. Access

- Access arrangements are to be determined in consultation with Wellsprings for Women.
- Hirers are responsible for setting the alarm when they leave the premises if there is no-one else in the building when they leave. A code and instructions will be provided by Wellsprings to enable this.

4. Room Hire

- Room Hirers must have their own Public Liability Insurance attached with this application.
- Proof of current Police Check (if applicable) must be attached to this application.
- Proof of Working With Children Check (if applicable) must be attached to this application.
- Your booking time must include your setting up and packing away time. Rooms must be vacated on time.
- You may only use the room allocated to you. Accessing other rooms in Wellsprings which you have not booked will be considered unlawful entry.
- Respect other users of Wellsprings.
- If any damages to the building or property occur during your booking (or if you arrive and identify existing damage) it is essential for you to make detailed notes or take photographs
- The Room Hirer is responsible for paying any expenses due to damage to the building or equipment.

- Wellsprings equipment must only be used via prior arrangement as specified in the Hire Agreement and if used must be returned to a secure location. Loss of items may incur a charge at full replacement cost at the discretion of t Wellsprings CEO.

5. Hirers Obligation

- Noise must be kept to a respectable volume, particularly when other rooms are in use.
- Wellsprings is a SMOKE FREE ZONE. There is no smoking allowed in any part of the building.
- No naked flames are permitted.
- Children under the age of 16 must be supervised at all times.
- No alterations to the building, furniture arrangements or displays may be made without prior arrangement.
- The Hirer must:
 - Leave the room in a clean and tidy state as it was when they arrive.
 - Turn off lights, air-conditioning and heating.
 - Pack away furniture.
 - Remove rubbish from the room.
- The Hirer is responsible for locking the building and setting the security alarm when leaving. (Unless another group is still in the building). A security code will be given to you to do this.
- The Hirers must at all times in the course of the Hirer’s term conduct themselves in a manner that promotes and protects the image, reputation and good will of Wellsprings for Women. In particular, Hirers must always:
 - Be courteous and attentive to participants of their own activities and other users of the building.
 - Co-operate and work well with fellow hirers.
 - Act honestly and always in the best interests of Wellsprings for Women.
 - Promptly follow all lawful and proper directions of Wellsprings for Women in respect to use of the premises.
 - Punctually complete agreed tasks and carry out all the Duties carefully, responsibly and competently; and
 - Respect the values of Wellsprings for Women including Justice, Compassion, Hope, Hospitality and Courage.
- The Hirers must not
 - Smoke in the premises.
 - Consume alcohol or take prohibited drugs in the premises.
 - Be intoxicated or under the influence of prohibited drugs whilst on the premises.

6. Occupational Health and Safety and Insurance

- Wellsprings for Women takes its obligations in respect to Occupational Health and Safety (“OH&S”) seriously. Wellsprings intends to ensure that at all times it provides a safe and healthy work environment for all its Hirers, customers and visitors.
- The Hirer is invited to become involved in OH&S and to raise any issues relating to risks, hazards, safety or health that come to the Hirers attention.
- If the Hirer becomes aware of any circumstance hazard or conduct by any person that could give rise to a risk of injury or illness to any person then the Hirer should immediately inform the office staff, complete a hazard report form and lodge it with the staff.
- The Hirer will require their own professional indemnity/public liability insurance and must provide evidence of this prior to use of the premises. Wellsprings for Women cannot be responsible for any injury caused by the negligence of the Hirer.
- The Centre is to be kept in a safe and clean condition at all times. E.g. Bins to be emptied, floors swept, dishes to be put away.

7. Termination of Term

- Either the Hirer or Wellsprings for Women may terminate the Hirers term by giving to the other written notice to that effect.
- Wellsprings may terminate the Hirers term summarily and without notice if the Hirer engages in serious or wilful misconduct.
- The Hirer is subject to Wellsprings for Women’s disciplinary and grievance procedures, which are set out in Wellsprings policies and procedures.



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APPLICATION AGREEMENT 2017/2018

Hirer Details

Name:	
Organisation (if applicable):	
Address:	Postcode:
Phone number(s): (H)	(W) (M)
Email address:	
Emergency contact Details: Name:	(M)

Please tick the rooms you require	Gathering Room (up to 40 people)	Creativity Room: (up to 15 people)	Imagination Room (up to 15 people)	Kitchen
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Purpose of hire: meeting, training, other (please specify) _____

Please indicate the date(s)- and day times you require:

Room Hire fee: \$25 per hour (or part of) for the Gathering Room, \$20 per hour (or part of) for Imagination Room and Creativity Room – Kitchen is free with any booking of the rooms

Total per session:

Total due for all sessions:

Proof of Public Liability Insurance Policy and current Police Check (if applicable) must be attached to this application.

Proof of Working With Children Check (if applicable) must be attached to this application.

All cancellations must be submitted by phone or email.

Equipment use agreed:

I acknowledge that I have read the attached "Conditions of A Hire".

Sign:.....Date:.....

Please sign and return:

I..... agree all terms and conditions provided. Date:.....

Office Receipt No:

Date of Payment :