

HIRE AGREEMENT

Alice Springs District Guide Hall

(1 Stuart Terrace, Alice Springs NT)

The Alice Springs Guide Hall is the property of Guides NT Inc, maintained by the Alice Springs District through the Alice Springs Support Group.

Applicant details:

Hirer: _____
 Authorised person: _____
 Postal Address _____
 Email: _____ @ _____
 Phone: _____ (H) _____ (W) _____ (Fax)

Insurance:

Entities hiring for events of commercial purpose are required to have public liability insurance *(A certificate of currency is required to be faxed or emailed)*:
 Insurer; _____ Policy number: _____
 Sum insured: _____ Type of event: _____

Booking schedule:

Duration; Once Weekly Monthly Annual

Date	Start time	Finish time

Schedule of Fees:

Hire of Guide Hall <i>(incl use of toilets, A/C, lights and power)</i>	\$	Total \$
Commercial – rate per hour	20	
NT Gov dep – rate per hour	negotiable	
Not for profit organisations	negotiable	

Other services & equipment:

Item	\$	Total \$
Tea & Coffee Facilities <i>(incl: tea and coffee – excl milk)</i>	15	
Commercial kitchen facilities <i>(incl cutlery and crockery, dishwasher, oven, microwave and cookware)</i>	40	
Gas BBQ <i>(incl gas)</i>	20	
Office <i>(incl: copier, computer, printer, email & internet)</i> <i>* fair use applies - Guide usage agreement required *</i>	10	
Phone & fax <i>(negotiable)</i>	negotiable	
TV & Video <i>(available)</i>	negotiable	
Digital Projector & Screen <i>(on request)</i>	sub-hire	
Refundable deposit <i>(conditional on premises being clean, tidy with no damage as a consequence of the hire)</i>		100
Total cost of hire of facilities		

NOTE: The Conditions of Hire are set out in the attached guidelines.

I affirm that the information in this application is correct, agree to comply with the terms and conditions of hire, and accept liability for the total cost of hire of facilities.

Authorised person _____ (sign) Date _____

CONDITIONS OF HIRING

I agree to comply with the conditions set out below in relation to this application.

1. The Hirer is responsible for:
 - a. Leaving the equipment and facilities in a clean and tidy condition after use.
 - b. Taking reasonable care of the equipment and facilities, including window blinds, and
 - c. immediately reporting any damage or malfunction.
2. Hiring times include access to premises for time taken to:
 - a. set up, or
 - b. delivery or retrieval of goods
3. All keys are to be returned promptly after the hiring period is completed.
4. Hiring fees are payable in advance unless by special arrangement.
5. Accounts rendered under special arrangements are payable within 14 days.
6. Discounts on hire fees may be available on application to the District Leader by charitable or non-profit organizations, in writing. *(The Council will rebate the standard charges for use of the Guide Hall by organisations which are wholly charitable, providing service to disadvantaged groups through voluntary workers and organisations who provide, through the voluntary efforts of their members, services to the Alice Springs Community).*
7. Where the facilities have suffered loss or damage as a consequence of the action or inaction of the hirer to take reasonable care, a service agent will be nominated and the following additional charges will apply:
 - a. Damage to property to return the facilities to prior condition
 - b. Loss of Key billable by Shane Ride locksmiths – to reinstate facility security
 - c. Cleaning fee billable by Vac Mop - to return the facilities to prior condition
 - d. Provision of interim facilities for uninterrupted use by Guides, should the hired facilities become unusable.

I affirm that the information in this application is correct, agree to comply with the terms and conditions of hire, and accept liability for the total cost of hire of facilities.

Authorised person _____ (sign) Date _____