



APPLICATION FOR HEWITT ECO HOUSE COMMUNITY ROOM HIRE

Club/Organisation/Business..... ABN:

Contact Name Position

Address

Telephone: Business..... Private

Drivers' Licence No..... Date of Application.....

The person identified as the contact (above) will also be required to have the following checks completed:

Current Police Check (please attach a copy) Current Working with Childrens Check (please attach a copy)

I of hereby make application to hire the Hewitt Eco House Community Room for the days and times specified below. I have received and read a copy of the Conditions of Hire and undertake to be bound by and comply with these conditions in every respect, and I further undertake to be responsible for ensuring that all individuals or groups using the Eco House shall comply with the conditions.

Signed Date

Date/s of Hiring

Time/s of Hiring

Details of usage

..... Number of people attending

Tables and Chairs required

Smart TV required

Tea-Coffee required YES NO *please circle*

Catering required YES NO *please circle* If YES - details:.....

Payment must be made prior to the activity at KRHS Reception Monday - Friday, 9am - 5pm

Fees: Hire fee (incl. GST) \$.....

Other \$

Total \$

Date Received.....

Signed.....

Endorsing Officer



APPLICATION FOR HEWITT ECO HOUSE Conditions of Hire

Application

The right to use the Hewitt Eco House Community Room is subject to the Kooweerup Regional Health Service Committee of Management (Committee) receiving an application in the required form, signed by the proposed hirer, undertaking to comply with the conditions. If the hirer is a club, the application must include the contact details and endorsement of the president or secretary of the club.

Hire Fee's

Hiring Fee's are as of July 2020 set at \$20.00 per 4 hour session for non-profit groups
\$25.00 per 4 hour session for profit making groups (plus GST)
\$50.00 security bond is required at time of booking if a key is required.
All day hire, price on application

Cancellations and Refusals

Any cancellation of a booking for the hire of the room shall be made 1 week prior to the date of the event, otherwise a cancellation fee of \$10.00 will be charged.
It shall be at the discretion of the booking officer to refuse to grant hire of the Community Room, also the Committee has the power to cancel any application paid or unpaid with deposits returned.

Hirer's Risk

The Hirer will be liable for and must indemnify the Health Service and its officers, employees and agents against any liability, loss, damage, or expense (including legal costs on a full indemnity basis) incurred or suffered as a direct or indirect result of any of the following:

- the provision of the Services by or on behalf of the hirer;
- any negligence or other wrongful act or omission of the hirer or any person for whose acts or omissions the hirer is liable; and
- any breach of this Agreement by the hirer.

Opening and Closing

The committee shall open the facility for the hirer and close after use, unless alternative arrangements have been made with the consent of the committee.

Smoking

Smoking is not permitted under any circumstances. KRHS is a smoke free environment. Please look on the website www.kooweeruphospital.net.au under "Our Policies" for more information.



HEWITT ECO HOUSE COMMUNITY ROOM Conditions of Hire Continued

COVID 19

The hirer shall be responsible for the completion of COVID 19 registration of all participants, cleaning of the space and completion of all documentation.

Details of the KRHS COVID 19 process are located in the room.

Good Order and Cleanliness

The hirer shall be responsible for the maintenance and preservation of good order in the building and surrounds throughout the period of use.

No spitting, obscene or insulting language or disorderly behaviour or damage to property shall be permitted in any part of the building or surrounds.

The hirer is responsible for leaving the premises in a clean and tidy state, and shall immediately remove all rubbish, refuse and waste matter. A vacuum cleaner is available in the storage cupboard for use, tables should be wiped and clean and put away.

Damages and Inspections

The floors, walls windows or any other part of the building or any fittings or furniture shall not be broken, pierced by nails, screws, tacks, pins or in any other way damaged.

The hirer shall accept full financial responsibility for damage, except for normal wear and tear.

The Committee will undertake pre-hire and post-hire inspections of the facility. Any issues relating to this agreement the hirer will be requested to rectify or pay for any damages.

If the hirer commits, permits or allows any breach or default in any of these conditions the committee may terminate permission to use the premises and the hirer shall immediately vacate and the forfeit their deposit and fee's.

Report any injuries immediately to the Eco House Manager. If an injury occurs out of hours, report the incident immediately to the Hospital Supervisor.

In case of a fire, follow the exit signs and evacuate to the meeting point outside of hospital reception and call 000



HEWITT ECO HOUSE COMMUNITY ROOM Catering

A minimum of 48 hours notice is required when ordering catering.
KRHS follows a healthy catering policy.

7 catering packages are available:

- A. Tea, Coffee, Milk, Sugar plus a small plate of biscuits \$3.00 per person
- B. Fresh Fruit Platter \$5.00 per person
- C. Platter of cheese, biscuits and fruit \$6.00 per person
- D. Platter of mixed sandwiches (quarters) \$10.00 per person
- E. Select A. plus B. or C. or D.
- F. Select 2 of the above
- G. Select 3 of the above

Catering

Selection: A. B. C. D. E. F. G. *Please circle*

People Attending:

Comments
.....
.....

Total \$

Date Received.....

Signed.....

Endorsing Officer