

Christian City Church Fremantle

PO Box 313 South Fremantle WA 6162. Ph: 08 94333901 Fax: 61 8 94333902 www.cccfremantle.com.au

CCC Fremantle Community Centre Venue - USER APPLICATION / AGREEMENT

1. Name / organisation:
2. Contact person:.....
3. Postal address.....P/C.....
4. Telephone: Daytime.....After hours.....
5. Fax:.....Email.....
6. Purpose for hiring:.....
7. Is this hire for (please circle):
(a) Non profit community group – no group fees charged
(b) Non profit community group – group fees charged
(c) Profit business
(d) One off function
8. Number of people attending per session on average:.....
9. Day(s) / time(s) required:.....
10. Dates commencing:.....
11. Rooms to be booked (please tick)
 Auditorium, Seminar Rm, Meeting Rm, Youth Rm, Training Rms, Café / Foyer
12. Equipment required (please tick and if appropriate record how many)
 TV/VCR, OHP, Whiteboard, Screen, Tables & chairs – how many?.....
13. Special needs or conditions:.....
.....
.....

CANCELLATION POLICY Please be advised that, in order to cover administrative costs, service charges will be applied if a booking is cancelled or postponed less than one week prior to the booking date. Fees will be charged at the following rates:

- Cancellation /postponement five working days or more prior to booking - no charge
- Cancellation /postponement four working days or less to booking - \$94.00

Declaration

I believe the information supplied to be correct. I have read the “Conditions of Hire” and on behalf of the above named organisation accept responsibility for ensuring compliance with those conditions as the “User”.

.....
User Signature

.....
Date

.....
Print name

Office use only

Centre hire fee per hour \$.....

Centre hire fee per session \$.....

Key deposit \$.....

Bond (if applicable) \$.....

Authorised by:.....

Date:.....

CCC Fremantle Community Centre

Conditions of Use

All potential users must familiarize themselves with these conditions at the time of preparing a user's agreement. Please retain this information sheet for your reference.

1. Application for use of CCC Fremantle Community Centre including furniture and property shall be made to CCC Fremantle on the User's Application form.
2. The fees for use of the Centre shall be at rates as fixed by CCC Fremantle from time to time. See *attached Users Fee sheet*.
3. PAYMENT OF ALL FEES WILL BE IN ADVANCE. Details of arrangements with individual users will be made by the CCC Fremantle Community Centre Coordinator. Payment may be made by cash, money order or cheque made payable to CCC Fremantle.
4. A bond may be required from which lost or damaged furniture or equipment will be deducted. Users will be informed of any deductions. The bond will be reimbursed following an inspection by the CCC Fremantle representative.
5. The "User" shall report any missing or broken items to CCC Fremantle Coordinator. It shall be the responsibility of the "User" to pay for any repair or replacement, whichever is deemed more appropriate, of any damage to the building, equipment, furniture or furnishings that occur during the period of hire.
6. CCC Fremantle reserves the right to refuse to let the Centre to an applicant without assigning any reason for such refusal.
7. CCC Fremantle may at any time cancel any agreement for hiring the Centre. Such action will only be taken in the event of extreme necessity. Notice of cancellation will be given at the earliest possible date and the amount paid by way of hire charges will be refunded. CCC Fremantle will take no responsibility for locating an alternative venue for the "User" in the event of cancellation by CCC Fremantle.
8. In the event of two or more applications being received for use of the Centre for the same time and date, CCC Fremantle may, without considering any priority of application, determine which applicant the usage shall be granted.
9. The "Users" shall maintain good order and behavior within the Centre and will not annoy, disturb, interfere with or damage property belonging to CCC Fremantle, other occupiers hiring the Centre or occupier of other premises in the immediate vicinity of the Centre.
10. Any delegated representative of CCC Fremantle at any time shall be given free access to the Centre and given every facility for enforcing these conditions.
11. In the event of any breakdown of services, utilities etc, no responsibility will be accepted by CCC Fremantle, but CCC Fremantle undertakes to exercise reasonable care and precaution in this regard.
12. In no circumstances shall the number of persons allowed to be on the premises exceed the total number permitted for that type of function in the Centre. See *Key features sheet and capacity noted*.
13. SMOKING AND ALCOHOL ARE NOT PERMITTED within the confines of the Centre.
14. The "User" shall leave the Centre in a clean and tidy state and shall pay for any cleaning deemed necessary by CCC Fremantle.

15. The 'User' shall at the end of their hire period securely lock and fasten all doors, windows and other openings to the Centre.
16. The "User" shall use the Centre solely for the purpose specified in the User Application and not for any other purpose.
17. The 'User' shall not bring any equipment or materials onto the Centre without prior permission of the CCC Fremantle Coordinator.
18. The "User" shall use and occupy the Centre at the risk of the "User" in all respects and releases to the full extent permitted by law and CCC Fremantle from all costs, claims, actions, proceedings, demands, expenses, judgments, damages or losses of any kind, whatever resulting from or attributable to any accident, damage, loss, death or injury occurring at, in or on or in the vicinity of the Centre, except to the extent that the same is caused by negligence on the part of CCC Fremantle.
19. The "User" shall indemnify and keep indemnified CCC Fremantle from and against all costs, claims, actions, proceedings, demands, expenses, judgments, damages and losses suffered or incurred by CCC Fremantle in connection with or resulting from the loss of life of or personal injury to any person or damage to any property wherever occurring arising from or out of or attributable to any occurrence in or about the Centre occasioned, wholly or in part by any act, neglect, default or omission by the "User" or the Users visitors, invitees, licensees or any other person at any time upon the Centre with the permission (whether expressed or implied) of the "User".
20. The "User" shall duly and punctually comply with and observe and indemnify CCC Fremantle in respect of all acts, regulations and by-laws and all orders, requirements and notices from or by any local or public authority which relate or apply to the use and occupancy of the Centre by the "User".

Compiled June 2006

Last updated
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