

Room Hire – Conditions and Application Form



Tallangatta Health Service (THS) grants the hire of the Conference Room, Consult Room, Hillview, and Activity Centre subject to the following conditions:

- The right to use the requested room/s is subject to Tallangatta Health Service receiving an application on the required form signed by the proposed hirer undertaking to comply with these conditions. (If the proposed hirer is a club, the application is made on the understanding that it is with the full permission of the president and secretary of the club).
- The hirer is responsible for leaving the premises in a clean and tidy state, placing all rubbish in appropriate receptacles, and shall immediately remove all rubbish and refuse that does not fit into bins located at venue.
- Any breakages will be reported at the conclusion of hire and the replacement costs will be invoiced to the hirer.
- The hirer shall be liable on demand to pay any amount resulting from any damage or cleaning to the building or any fittings and furniture contained in the building/room resulting from the hirer's use of the premises.
- Hire fees shall be at a rate of: \$50.00 per hour plus GST unless agreed otherwise by the Chief Executive Officer.
- Event Catering: If catering is required, please complete a Catering Request Form. Ability to cater will be dependent on staffing, date and volume required.
- All regular (ongoing) bookings will be confirmed by THS at the time of hiring. Ongoing bookings are not a given right and may be subject to change until confirmed by THS.
- The hirer agrees to indemnify, and keep indemnified, and to hold harmless THS, its Board of Management, it's servants and agents, and each of them from and against all actions, costs, charges, expenses and damages whatsoever which may be brought, or made, or claimed against any of them, arising out of, or in relation to the hiring engagement.
- The hirer shall conform to the requirements of the Health Act, Local Government Act, any local law/by-laws or regulations. All other statutory rules, provisions and regulations of the Commonwealth of Australia or State of Victoria for the time being in force must be complied with by the user and the notices given to the proper officers.
- The hirer shall only be entitled to the use of the particular part or parts of the building hired on the date and times set out in the Application and THS reserves the right to permit any other portion of the building to be hired for any other purpose at the same time. Nothing contained in these conditions shall confer on a regular hirer the right to exclusive possession and THS may at its discretion allow other individuals and groups to have casual use of the premises.
- THS shall not be liable for any loss or damage sustained by the hirer or any person, firm or corporation entrusting to or supplying any article or thing to the hirer by reason of any such article or thing being lost, damaged or stolen. The hirer hereby indemnifies THS against any claim by any such person, firm or corporation in respect of such article or thing. THS is indemnified against any

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loss or damage to any property or goods belonging to the hirer which is stored or kept on any Tallangatta Health Service property.

- Smoking is not permitted on the grounds of THS or in any THS building.
- Every consideration must be given by people using and vacating the area to the residents who live nearby in regard to minimising noise.
- It shall be at the discretion of the Chief Executive Officer of THS to refuse to grant the hire of the room in any case and, notwithstanding that permission to hire the premises may have been granted or that these conditions may have been accepted and signed and the fees paid. The Chief Executive, THS shall have the power to cancel such permission and direct the return of the fees paid.
- In the event of any dispute or difference arising as to the interpretation of these conditions, or of any matter or thing contained therein, the decision of the Chief Executive at THS shall be final and conclusive.
- The Chief Executive reserves the right to waiver hire fees to not-for-profit agencies providing services to the community, and to residents of THS. A cleaning fee of \$40 may be applied.

OUR VISION:
Empowering People for Health



Integrity



Caring



Adaptable



Respect



Excellence

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Application for room hire

Surname/Club/Organisation: _____

Given Names: _____

Address: _____

Phone: _____ Mobile: _____

Email: _____

Driver's License No: _____ Date of Application: _____

I, _____ of _____

Hereby make application for the premises set out in the Conditions of Hire for the day and times specified below and I acknowledge having 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 premises in association with this application shall also comply with the conditions.

Signature: _____ Date: _____

Schedule

Details of area to be booked:

Activity Centre

Activity Centre Kitchen

Clinical Therapist Room

Physiotherapy Room

Office: _____

Consult Room

Conference Room

Hillview

Other: _____

Date of Hiring: _____ Time of Hiring: Start _____ End _____

Details of function:

Type of function: _____

Number of people attending: _____

If catering is to be requested, please complete a Catering Request form. THS will advise of ability to cater for your event.

Return form/s:

Tallangatta Health Service

PO Box 77

TALLANGATTA VIC 3700

Email: THS@ths.org.au

Phone: 02 6071 5200

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External Catering Request Application a minimum of two weeks' notice is required

Date of Application: _____

Contact Person: _____ Phone: _____

Catering and pricing. Please select options as required:

- | | |
|---|--|
| <input type="checkbox"/> Soup / bread roll \$6.00 per serve | <input type="checkbox"/> Sandwiches, Mixed \$7.00 per Sandwich |
| <input type="checkbox"/> Juice \$3.00 per serve | <input type="checkbox"/> Savories \$6.00 per head |
| <input type="checkbox"/> Iced water | <input type="checkbox"/> Fruit \$5.00 per head |
| <input type="checkbox"/> Tea/Coffee \$3.00 per serve | |

Other, please specify (priced by arrangement):

Number of persons being catered for: _____

Tallangatta Health Service is a nut and shellfish free site. Please ensure any food brought on to site does not contain these ingredients.

Special requirements (include number to be catered for in box)

Gluten Free Dairy Free Vegan Vegetarian

Other, please specify: _____

Are residents from Tallangatta Health Service (THS) attending? Residents may be on special dietary requirements and therefore all food will be provided as per THS policy. Please supply resident names attending:

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

Location/Room: _____ Date Required: _____

Event: Start Time: _____ End Time: _____ Collect Dishes at end of Event Only

Or

Morning Tea Numbers: _____ Start Time: _____ End Time: _____ Collect Dishes: YES / NO

Lunch Numbers: _____ Start Time: _____ End Time: _____ Collect Dishes: YES / NO

Afternoon Tea Numbers: _____ Start Time: _____ End Time: _____ Collect Dishes: YES / NO

Dinner Numbers: _____ Start Time: _____ End Time: _____ Collect Dishes: YES / NO

Signature of Applicant: _____

Office Use Only. Allocation made by:

Booking confirmed with contact person: YES/NO Time and Date:

Environmental Services - Catering reserves the right to alter the booking if required