



AGREEMENT FOR HIRE OF PREMISES - CASUAL HIRE PART A

Between

Managed by Tuggeranong Link of Community Houses and Centres Inc. ABN 49 704 747 031 Ph: 62921604
and

Name

Address

Telephone Work Home Mobile

ABN or License No: Email Address:

NOTES

Tuggeranong Link agrees to allow the Hirer to use the following room/s and facilities:

Date and Time

Purpose of Hire

Tuggeranong Link and the Hirer both agree to comply with the attached *Conditions of Hire and Schedule of Fees and Administration.*

SCHEDULE OF FEES AND ADMINISTRATION

Booking Deposit	<input type="text"/>	Hire Duration (min 4 hours)	<input type="text" value="\$0.00"/>
Security Bond (refundable after inspection at end of Hire)	<input type="text" value="\$100.00"/>	Each Additional Hour	<input type="text" value="\$0.00"/>
Key Bond (refundable at return of key)	<input type="text" value="\$100.00"/>	Total Hire Rate p/h x No. of Hours	<input type="text"/>
Total Hire incl. Deposit and Bonds	<input type="text"/>	Total Paid	<input type="text"/> Receipt No. <input type="text"/>
Total Owing	<input type="text"/>	To Be Paid On:	<input type="text"/> Receipt No. <input type="text"/>

Security Company Name and Phone Number (if applicable)

Key Issued Bond Refunded

Insurance Details

Fee for late vacation of premises \$40/hour or part thereof. Invoice to be raised

Cleaning & Maintenance Fee \$50/hour, minimum 1 hour Invoice to be raised

Tuggeranong Link Bank Details **BSB: 062-914** **ACC: 1065-4739**

DEPOSITS MUST BE PAID AT TIME OF BOOKING with FINAL PAYMENT BEING MADE AT LEAST 2 DAYS PRIOR TO PICKING UP KEYS

Bank Details for Deposit and Key Bond Refunds BSB: ACC:

I, the undersigned, propose to hold a private function at the times and dates outlined above. I am over 18 years of age and have read and understood the Conditions of Hire and Statement of Hirer's responsibilities (attached) and agree not to use the facilities for any unauthorised use. I also agree to pay for all damages to Tuggeranong Link property, in full, which occurs during my Period of Hire and understand that failure to do so may lead to prosecution by Tuggeranong Link.

Signature of Hirer Signed on behalf of Tuggeranong Link

Date:

Date: