



WUJAL WUJAL ABORIGINAL SHIRE COUNCIL

1. Provider and Hirer Details

Hirer to complete the following details with their full contact details

Name	First Name:	Last Name:
Organisation		
Phone number		
Email		

2. Venue Details

Select venue by ticking the relevant checkbox below

Training Room (My Pathways)
 Community Hall
 Charlies IKC

Purpose of Hire: Specify type of event or training

Date(s) and time(s)

Start date		End date	
Start time		End time	
Number of Attendees (maximum expected)			

3. Fees

Training Room (My Pathways)		Community Hall (Rec Centre)		Charlies IKC	
Maximum Capacity: Sitting = 30 Standing = 35		Maximum Capacity: Sitting = 250 Standing = 300		Maximum Capacity: Sitting = 25 Standing = 30	
Duration	Cost	Duration	Cost	Duration	Cost
Half Day	\$150.00	Per Hire	\$250	Per Day	\$300.00
Full Day	\$300.00				

Cleaning Fees		Bond	
Duration	Cost	Refundable upon satisfactory cleaning of the hired venue	\$150.00
Up to 2 hours	\$210.00		
Additional Cleaning	\$105.00 per hour over initial clean		

Estimated total hire fee: \$ _____

4. Payment Terms

- An invoice will be sent to the Hirer.
- Payment is required 2 days before the date of hire, or Council can invoice you for all related fees.
- Additional Charges will occur if any of the following applied and will be invoiced to the Hirer.
 - Venue, equipment or fittings are damaged
 - Extra cleaning if required

5. Cancellation Policy

- Cancellations made 48 hours prior to the hire date will receive a full refund of any amounts paid.
- Cancellations within 48 hours will **forfeit** the payment.
- The Provider reserves the right to cancel the booking in cases of emergency or unforeseen circumstances, with all fees refunded.

6. Hirer Responsibilities

The Hirer agrees to:

- Use the venue solely for the agreed purpose.
- Ensure compliance with all relevant local laws.
- Be responsible for any damage caused to the venue during the hire period.
- Return the venue in its original condition, including removal of all belongings, rubbish into bins provided and cleaning up of any dishes, cutlery and other utensils used.

7. Provider Responsibilities

The Provider agrees to:

- Provide the venue in a clean and usable condition.
- Ensure the venue has all agreed-upon facilities, including any equipment, chairs and tables.
- Offer reasonable assistance during the hire period.

8. Liability

The Hirer agrees:

- The Provider will not be liable for loss or damage to personal belongings.

9. Health and Safety

The Hirer agrees to:

- Follow all health and safety regulations applicable to the venue.
- Adhere to the venue's maximum capacity limit of 20 in Training Room 1, 60 in Event space and 12 in Boardroom.
- Familiarise themselves with the venue's emergency procedures, including fire exits.

10. Termination

The Provider may terminate this agreement immediately if the Hirer breaches any terms or engages in unlawful activities.

11. 11. Liability

- a) To the extent permitted by law, no warranty or assurance is given that the Venue is fit for any purpose or use required by the Hirer unless advised to and agreed by Council in writing prior to the hire.
- b) To the extent permitted by law, Council is not liable to the Hirer for any loss, damage, claim or expense (loss) whatsoever suffered, including but not limited to property loss or damage, personal injury and death, as a result of or in connection with the hire or use of the Venue, except to the extent that such loss is caused or contributed by the negligent acts or omissions of Council, its employees or agents.
- c) Council will not be responsible for any indirect or consequential loss that the Hirer may suffer, including lost profits, lost revenue or lost opportunities, loss of goodwill or loss of reputation.
- d) The Hirer uses the Venue at its own risk.

12. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes any prior agreements.

13. Signatures

This Agreement is made on this day of this month year

On behalf of the Provider: Wujal Wujal Aboriginal Shire Council

First Name

Last Name

Role Title /Authority to authorise this agreement

On behalf of the Hirer:

First Name

Last Name

Role Title /Authority to authorise this agreement

(If applicable)

14. Council Use

Item	Checked	Comments
Application filled correctly?	<input type="checkbox"/>	
Hire Fee	Value\$ <input type="checkbox"/>	
Bond	Value\$ <input type="checkbox"/>	
Refund	Value\$ <input type="checkbox"/>	
Other Fees	Value\$ <input type="checkbox"/>	
Building Access arranged	<input type="checkbox"/>	

After the event

Item	Checked	Comments
Venue left in clean and tidy state after event?	<input type="checkbox"/>	
Any damage to venue?	<input type="checkbox"/>	
Is council happy to hire to this person or organisation again in the future?	<input type="checkbox"/>	

Wujal Wujal Aboriginal Shire Council is collecting your personal information for the purposes of processing your request and undertaking associated Council functions and services. Council is authorised to collect this information in accordance with the Local Government Act 2009 and associated laws. Your personal information will not be disclosed to third parties without your consent, or, if required to do so by law. This document is subject to the provisions of the Information Privacy Act 2009, Right to Information Act 2009 and the Public Records Act 2002."