



The Pearce Centre

Supporting our Community

ABN 64 836 524 254

Meeting Room Hire 2025 Booking Form - Casual

Name of Hirer: _____

Contact Name: _____

Address of Contact Person: _____

Contact Persons Phone Number: _____

Date of Hire: _____

Time of Hire: Start Time: _____ Exit Time: _____

Reason for Hire: _____

Email Address: _____

Public Liability Insurer: _____

Policy Expiry Date: _____

By signing this form, you are agreeing to the hire conditions and the information stated above is correct.

Room Hire Rate:

- The rate of hire will be **\$35.00 per hour (including GST)**.
- In addition to the hire fee, a \$150 Bond is required for all casual bookings. The Bond will be refunded once the key has been returned and the cleanliness of the room has been confirmed. The bond will not be returned if there is damage to the meeting room or if the meeting room has not been left clean and tidy.

Payment for Booking:

- Once the Administrator has received the signed Meeting Room Hire Agreement an invoice will be issued for payment.

Please identify your payment in the Reference, (e.g. Reference: J Smith Room Booking)

- If the booking is made at short notice, proof of payment will be required when picking up the keys.
- The booking is confirmed once full payment has been received.

Booking Time & Keys:

- Meeting room hire time must include all set up and pack up times.
- Any adjustments to your booking must be made at least 48 hours prior to the booking or full charges will be applied.
- The key is to be collected from the PCC Administrator's Office in Building 2 during business hours the week of the booking.
- Keys are to be left in the Key Letterbox located next to the Meeting room door, in the hallway.

Alcohol:

- Alcohol consumption is strictly prohibited within the Meeting Room and surrounding areas at the Pearce Community Centre.

Cleaning, Pack Up & Lock Up:

- The meeting room must be cleaned at the end of hire, with the room left in the same condition it was found. Please refer to the *Table & Chairs Set Up* attached.
- Any damage incurred, or noticed, during a hire must be immediately reported to the Centre Administrator. Repairs will be organised by the Administrator and charged to the meeting room hirer.
- It is the meeting room hirers responsibility to ensure the building is secured at the end of their hire. If security is required to lock the building, a charge for the Centre's Security and Administrator's time will be passed on to the hirer responsible.

Public Liability Insurance:

- The Centre takes no responsibility for injuries to hire participants, staff, volunteers, or agents, during meeting room hire time or within or on the Centre premises. The Hirer must at its own expense hold and maintain at all relevant times a Public Liability Policy insurance cover with a minimum limit of \$10,000,000 (ten million) for any one claim. Public Liability Insurance can be arranged and paid for by credit card on-line at: www.localcommunityinsurance.com.au
- A copy of the ***Certificate of Insurance*** **MUST be provided** to the PCC **prior to key collection**.

After Hours contact number is: **0438 536 073**

Signed: _____

Date: _____

BOND REFUND:

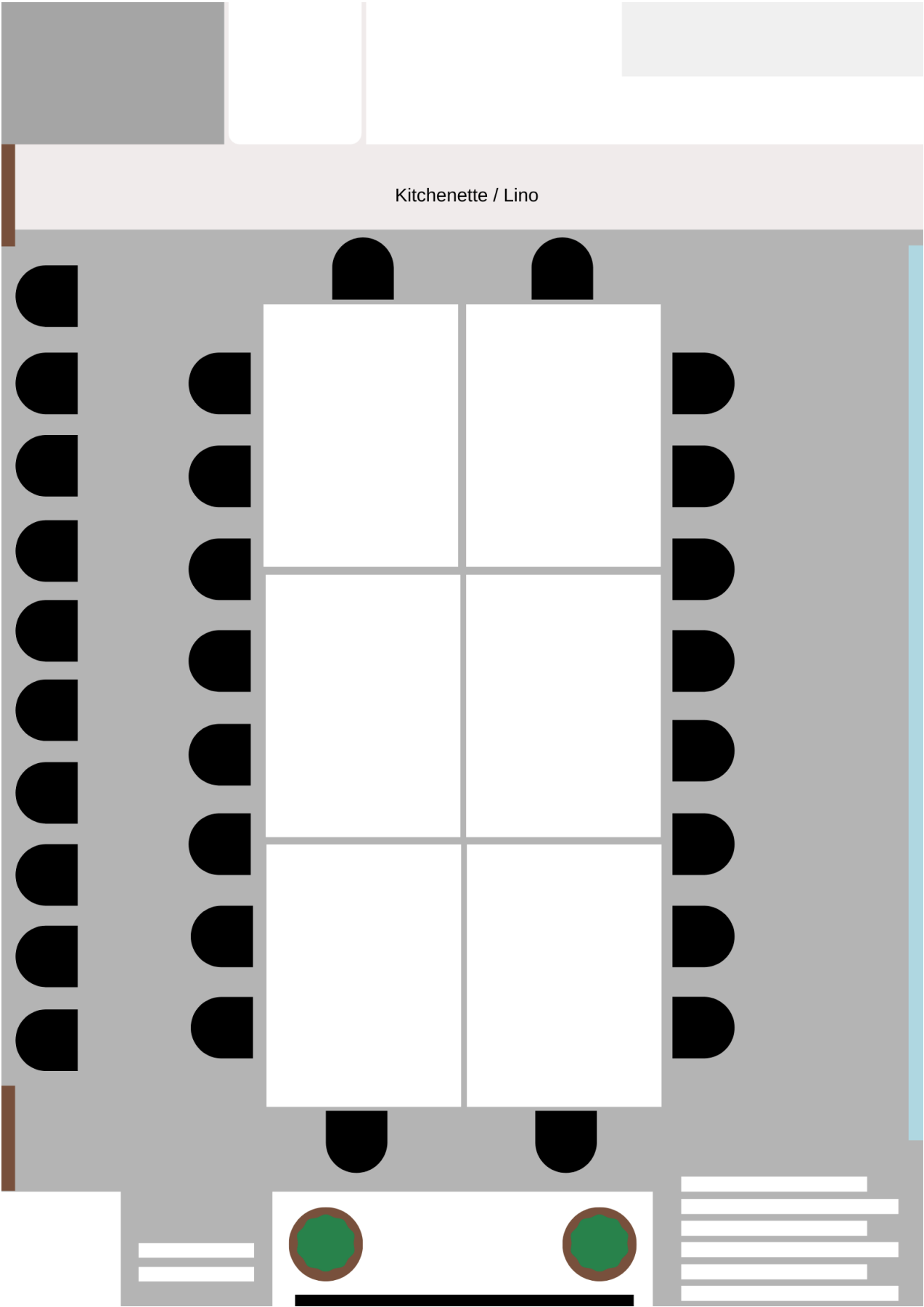
*Please provide the following details for your **BOND REFUND**.*

Account Name: _____

BSB: _____ - _____

Account Number: _____

Table and Chair Set Up



End of Meeting Pack Up

- Dishes washed, dried, and put away in cupboard
- The kitchen bench wiped down
- Sanitise and wipe down tables and put back into position
- Chairs - 8 chairs on both the sides and 2 either end of white tables
- Excess chairs lined on the long wall with no windows
- Trestle tables folded and put back out of the way
- Whiteboards cleaned and put away
- The air conditioner turned off
- Fridge emptied of your food/milk
- If you move anything like plants, please place them back in the position you found them
- Swipes (Casual bookings) placed into the Key Letterbox
- Alarm set – only if booking is on a weekend

Please let the **Pearce Community Centre** know if there are any issues with the Meeting Room by contacting **Elsa Aitchison** at:

Email: admin@pearcecommunitycentre.org.au

Phone: **0438 536 073**