



The Pearce Centre

Supporting our Community

ABN 64 836 524 254

Meeting Room Hire 2025 Booking Form – Permanent

Name of Hirer: _____

Contact Name: _____

Address of Contact Person: _____

Contact Persons Phone Number: _____

Day 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.

- The rate of hire will be **\$30.00 per hour (including GST)**.
- The hirer will be invoiced quarterly and payment must be made within 14 days of receiving the invoice.
- Meeting room hire times must include all set up and pack 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 and Chair Set Up attached.
- Alcohol consumption is strictly prohibited within the Meeting Room and surrounding areas at the Pearce Community Centre.

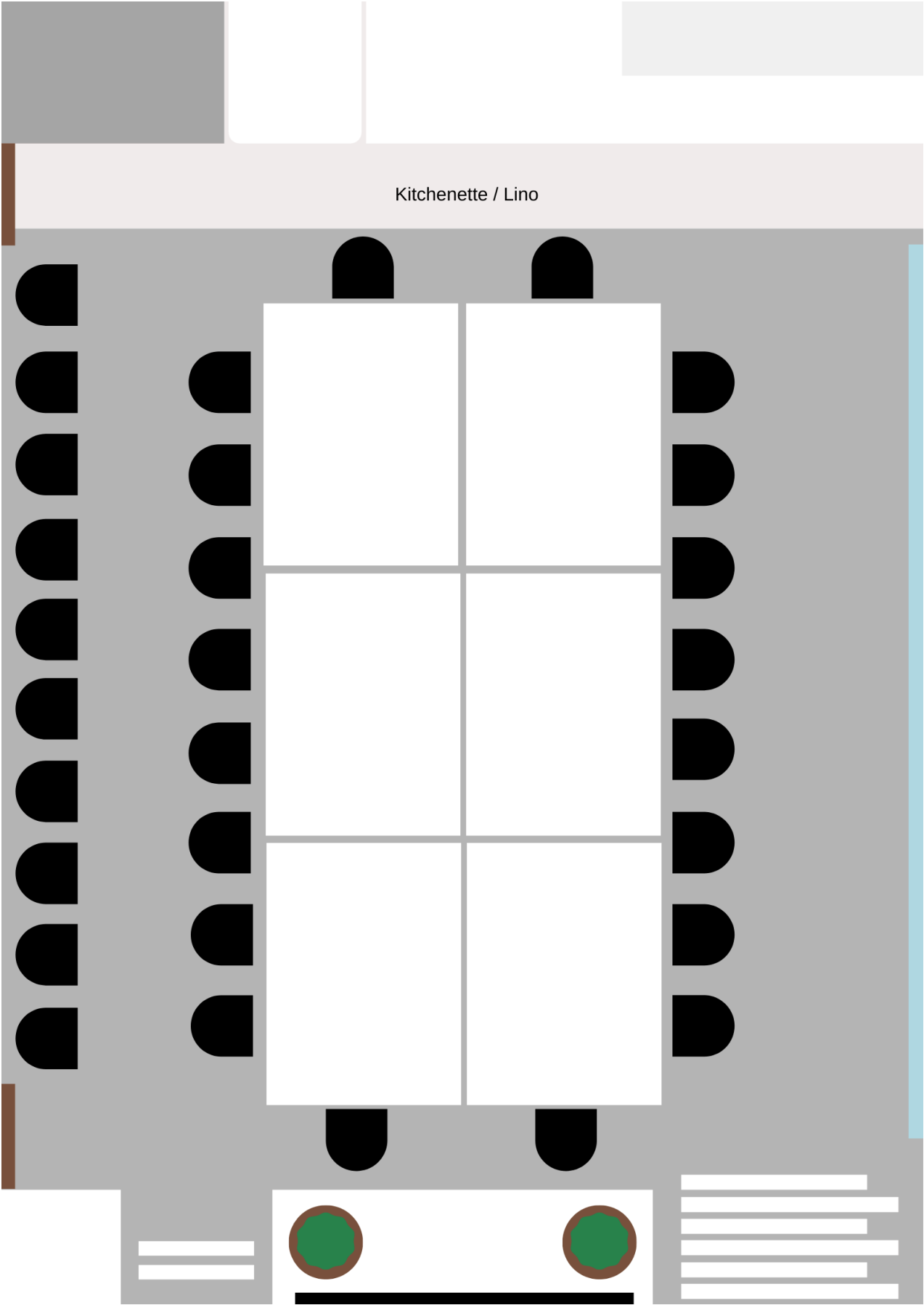
- Any adjustments to your booking must be made at least 48 hours prior to the booking or full charges will be applied.
- It is the hirers responsibility to ensure the building is secured at the end of their hire. If security is required to lock the building, a charge for the Centre's Security and Administrator's time will be passed on to the hirer responsible.
- Any damage incurred, or noticed, during a hire must be immediately reported to the Centre Administrator. Any repairs will be organised by the Administrator and charged to the meeting room hirer.
- 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.
- All meeting room hirers are required to have and provide a copy of a valid Certificate of Currency for liability insurance of at least \$10 million.

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

Signed: _____

Date: _____

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 by contacting **Elsa Aitchison** at:

Email: admin@pearcecommunitycentre.org.au

Phone: **0438 536 073**