



Office Use:	
Received copy of Public Liability	_____
Signed Checklist for new users	_____
Key deposit received	\$ _____
Full payment received	\$ _____

Regular Room Hire Contract

Effective from the 1st February 2013

This Contract is between _____ ABN _____

and the Camden Community Centre Incorporated and is effective from the 1st February 2013

Date / Days / Times Requested _____

Key Collection Time / Date _____

Reason for use of the facility _____

Number of people attending: _____

Special Requirements _____

Name of Hirer _____

Address _____

Telephone Home: _____ Mobile: _____

Second Contact:

Name _____

Address _____

Telephone Home: _____ Mobile: _____

Will alcohol be served? Yes No (If yes – Hirer accepts responsibility for License requirements)

Are you a Not For Profit Organization? Yes No Invoice: Yes No

Hire Fee: ___ hour/s @ \$ 25.00 per hour \$ _____

½ day/evening @ \$ 90.00 \$ _____

Full day @ \$150.00 \$ _____

Hire Fee: \$ _____

Less: 10% Discount (Not for Profit Organization only) \$ _____

Total Hire Fee: \$ _____ (inc GST)

I have read and understand the **Conditions of Hire** (and **Check list** for new users) and agree to abide by them.

Signature of Hirer: _____

Date: _____

Signature of Admin Officer: _____

Date: _____

