

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

**Regular Room Hire Contract**  
Effective from the 1<sup>st</sup> July 2014

This Contract is between \_\_\_\_\_ ABN \_\_\_\_\_

and the Camden Community Centre Incorporated and is effective from the 1<sup>st</sup> 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 \_\_\_\_\_

Home \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

**Second Contact**

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Mon / Tues / Wed / Thurs / Fri \_\_\_\_\_ hour/s @ \$ 25.00 per hour \$ \_\_\_\_\_

Saturday / Sunday \_\_\_\_\_ hour/s @ \$ 25.00 per hour \$ \_\_\_\_\_

**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** \_\_\_\_\_