

HIRE AGREEMENT FORM - CASUAL HIRE

1. Hirer Details:

Hire Name / Organisation: _____
 Address: _____
 Telephone: _____ Email: _____

Alternative Contact (when the hire cannot be contacted):
 Name / Organisation: _____
 Telephone: _____ Email: _____

2. Hire Space: (select room/s required)

| | | |
|---|--|--|
| <input type="checkbox"/> Main Conference Room <i>(Included in hire fee: shared kitchen facilities, shared toilet facilities, covered outdoor area, 40 chairs, tables for up to 20 people.</i> <i>Excluded from Hire Fee: adjoining office space and enclosed rear patio area.)</i> | <input type="checkbox"/> Music Studio <i>(Included in hire fee: shared kitchen facilities, shared toilet facilities.</i> <i>Excluded from hire fee – main conference room, adjoining office space and enclosed patio area.)</i> | <input type="checkbox"/> Small Meeting Room <i>Describe: Small office / meeting space for up to 8 people.</i> <i>(Included in hire fee: shared kitchen facilities, shared toilet facilities.</i> <i>Excluded from hire fee – main conference room and adjoining office space.)</i> |
|---|--|--|

3. Hire Period:

Start Date: [/ /] Start Time: []
 End Date: [/ /] End Time: []

4. Number of attendees: []

5. Purpose of Hire: (Describe)

6. Authority:

- By signing this form, the Hirer declares that the information provided in this application is true and correct.
- The Hirer declares that they have read and agree to the General Terms and Conditions.
- Jabiru Kabolkmakmen Ltd may request the Hirer to provide additional information to assess this Application. Failing to provide the requested information may hold up the Application process.

PRIMARY CONTACT PERSON (Person authorised to act on behalf of organisation regarding property matters)

Name: _____

Signature: _____

Date: _____

Office Use Only:

Has Hirer completed all sections of this form, including the signature section Yes No

Has the Hirer provided a copy of their current Certificate of Currency (CoC) for public liability Yes No

Is the purpose of the Hire Agreement consistent with the following permitted uses: *Community Centre, information centre for the future of Jabiru, provision of office and storage space for other community organisations including Arnhem Land Progress Association, indigenous corporations, Indigenous Cultural Rights Project office, Bininj Kunwok Regional Language Centre, Marrawuddi Arts and Culture, organisations, consultants, and community members that support the social and economic development of the Bininj community in the West Arnhem region; or and other local small businesses.* Yes No

Approved by: _____ Date: _____
 (Name)

Please return signed form to Jabiru Kabolkmakmen Ltd Property Services office located next to Foodland Jabiru Plaza, 13 Tasman Crescent, Jabiru NT 0886 or email it to property@jabirukabolkmakmen.com.au.

GENERAL TERMS AND CONDITIONS

1. Hire Fee

A. The Hire Fee is based on the following rate:

| | PRICING | | PAX | | | IT EQUIPMENT | | AMENITIES | |
|-----------------------------------|----------|---------------------|-----------|---------|----------|-----------------------|-------------|--------------|-------------|
| | Full day | Half day (max 4hrs) | Classroom | Theatre | Standing | Conference facilities | Roaming mic | Tea / coffee | Pen / paper |
| Main Conference Room | \$300 | \$200 | 20 | 50 | 80 | ✓ | - | ✓ | - |
| Small Meeting / Music Room | \$250 | \$150 | 8 | 12 | 12 | ✓ | - | ✓ | - |

B. The Hire Fee must be paid in accordance with the purchase order / invoice issued to the Hirer.

C. The Hire Fees must be paid by their due date, or access to the premises may be denied.

D. **A Hire Fee may be waived by Jabiru Kabolkmakmen Ltd in accordance with its Bininj Kunwok Centre Hire Space Policy.**

2. Number of Occupants

No more than 80 persons may ordinarily occupy at the premises at any one time.

3. Copy of Agreement, Policy and Receipt of Monies Paid

A. Jabiru Kabolkmakmen Ltd must give the Hirer a copy of this agreement when this agreement is signed by both parties.

B. Jabiru Kabolkmakmen Ltd's Bininj Kunwok Centre Hire Space Policy will be made available upon request.

C. Jabiru Kabolkmakmen Ltd must issue a receipt for all monies paid by the Hirer.

4. Water and Electricity Usage

The Hirer is not required to pay for Water and Electricity Usage during the Hire Period.

5. Condition of Hire Space at completion of Hire Term:

A. Hired Space/s in this Hire Agreement must be left in the same condition as found at the beginning of the Hire Period. This includes, but not limited to, swept and mopped flooring, furniture stacked and stored, all rubbish items placed in the external bins provided, all personal items removed from the building.

B. If, on inspection following the Hire Period, the Hire Space is found not to be in the same condition as at the beginning of the hire period, Jabiru Kabolkmakmen Ltd will notify the Hirer in writing as to the specific items requiring rectification.

C. If the Hirer has been notified in writing of specific items requiring rectification and is unwilling or unable to immediately rectify these items, Jabiru Kabolkmakmen Ltd may directly appoint a contractor or contractors to undertake the necessary works to rectify the Hire Space as to be returned to the original condition at the beginning of the Hire Period. All costs will be charged directly to the Hirer.

6. Access to Hire Space/s

A. This Hire Agreement must be signed by the Hirer and all monies paid in advance prior to collection of keys.

B. Keys must be collected from and returned to the Jabiru Kabolkmakmen Ltd office located at Shop 3-4 Jabiru plaza, 13 Tasman Crescent, Jabiru NT 0886. Keys must be returned by 9am the first business day following the completion of the Hire Period.

C. The Hirer must not occupy the premises outside of the Hire Period.

D. Jabiru Kabolkmakmen Ltd reserves the right to decline this Application for hire if the intended use of the Hire Space is contrary to the Permitted Use in Jabiru Kabolkmakmen Ltd's leasehold interest, or is contrary to the Town Plan, the Kakadu National Park Plan of Management or the *Environmental Protection and Biodiversity Conservation Act 1999* (Cth).

7. Insurance

If the Hirer is hiring the Hire Space on behalf of a registered or incorporated organisation, the Hirer must provide to Jabiru Kabolkmakmen Ltd a copy of their current certificate of currency for public liability prior to the commencement of the Hire Term.

8. Privacy and Confidentiality

Jabiru Kabolkmakmen Ltd will use its best endeavors to keep your details confidential. Jabiru Kabolkmakmen is committed to the protection of your personal information and handling of that information in accordance with the Australian Privacy Principles and the *Privacy Act 1988* (Cth) (Privacy Act). Jabiru Kabolkmakmen Ltd will collect personal information about you in the course of your Hire Period. Jabiru Kabolkmakmen Ltd's Privacy Policy sets out its procedures for the handling of personal information, and information on seeking access or correction, and about making a complaint, including how complaints will be handled. Should you require a copy of this policy, please contact Jabiru Kabolkmakmen Ltd. By providing Jabiru Kabolkmakmen Ltd with personal information about a third party (e.g. a primary contact) you warrant that that person consents to Jabiru Kabolkmakmen Ltd collecting and handling their personal information in accordance with its Privacy Policy.

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