

**VENUE HIRE CONTRACT**

##### TERMS AND CONDITIONS – VENUE HIRE OF TORQUAY COMMUNITY HOUSE (TCH)

Please ensure you have read and understood the following:

1. Once in the building the signatory MUST sign the “sign in book” just inside the front door and sign out when leaving.
2. Please ensure the House is left tidy for the next class. Dishes must be washed and put away. Chairs and tables put back in their place, **all rubbish removed**. Floors must be vacuumed if necessary.
3. Windows and doors to be locked, lights and heaters to be turned off before leaving the venue
4. Failure to leave the venue in a satisfactory condition will result in a penalty charge against the venue hirer. This will be double the original venue hire.
5. If food has been consumed, please wipe down tables and place any rubbish in the OUTSIDE bins.
6. Children must always be supervised, and groups must stay in their designated room.
7. Any damage must be immediately reported to the House Coordinator. Payment for damages is the responsibility of the venue hirer.
8. Should problems occur such as damage to premises, trespassing, non-payment and other behaviours or actions deemed TCH reserves the right to cancel the agreement at any time.
9. User groups are not permitted to sub-let the House to
10. TCH reserves the right to refuse house usage where it believes it is not in the best interest of the House or the Community.
11. Cancellation with less than **two working days’ notice** will incur full scheduled room hire costs.
12. TCH public liability insurance does not extend to the activities of the venue hirers (on or off premises).
13. TCH is a Child Safe organisation and complies with the Victorian Child Safe Standards. All venue hirers must be aware of and have Child Safe compliance requirements in place **or** agree to abide by the Victorian Child Safe Standards. We reserve the right to ask for a Working with Children Check and Police Check and hirer’s Child Safe Policy. For further information visit: https://ccyp.vic.gov.au/child-safe-standards/

**PAYMENT OF HIRE FEES**

Recurring bookings (term based) are invoiced monthly. One off / irregular hire is to be paid up front.

Please note: With recurring / regular bookings your weekly rates will continue to be invoiced until we are notified the room is no longer required. Less than two working days’ notice will incur normal room hire costs.

**ACCESS TO TORQUAY COMMUNITY HOUSE**

Torquay Community House (TCH) has a **Locking Key Storage System** and in order to provide security to yourself and/or users the following procedures must be followed:

* Authorised personnel (Contact person on Venue Hire Contract) will be given the key code. It is their responsibility to contact Torquay Community House to obtain the new code prior to the end of the previous term.
* This code is to be used strictly by the registered authorised personnel only and not to be reassigned without Torquay community house permission. This is for the protection of your group and others.

**How to get the key:**

At the front door, on the brick wall on the right-hand side there is a Key Storage Unit, just next to a ceramic sea horse. Enter the code by pressing the black button beside the number then pushing down the switch which is black and located in the middle on the top. Once you have opened the door replace the key immediately and shut the unit. You will need to re-enter the code to release the latch on top.

* Under **NO** circumstances is the key to leave the premises.
* Please notify us know as soon as possible if there are any problems encountered at the House during use
* In an emergency please call Prue 0439 885 221.

**This contract must be finalised and signed before venue hire.**

**Signature: Date:**

**Name:**

**Event Name:**

**Event Dates:**