

**LYNDEN PARK RECREATIONAL FACILITY
JOINT MANAGEMENT COMMITTEE
HIRE AGREEMENT**

Boroondara Council require us to obtain this signed Execution and Acknowledgement form from either the person hiring or acting on behalf of the hirer, before your booking can be confirmed. Please also provide us with your contact details and hiring information below.

Name of Hirer _____ or group, business etc.
Contact Email _____ ABN if Hirer is a business
Mobile _____
For the return of your Bond Money
Banking Details _____ or Postal Address

Date of Booking / / 2019

Time of Event From.....To.....

Type of Event being held.....

Number of Guest expected Please note Maximum is 100 persons.

Temporary Licence is required if you are selling alcohol, this is obtained online from contact@VCGLR.vic.gov.au or phone 1300 182 457. We will require a copy of this liquor licence. If you are providing alcohol for guests in the clubrooms you are required to sign the book provided.

Please Note:

- 1. Guests must vacate by 11.00 pm, leaving time for cleaning to be completed by midnight.***
- 2. All or part of the Bond will be deducted if the premises are not left clean and tidy and properly secured.***
Please Note: Nothing is to be adhered to or affixed in any way to walls, ceiling or fans.
- 3. Any electrical appliance used on the premises must be compliance tagged if they are not under warranty.***
- 4. Public Liability Insurance policy of \$10million is required for business or third party. (See Hire Agreement clause 5.1 & 5.2).***
- 5. Casual hirers have third party cover under the JMC's insurance policy, the cost of which is included in the hire fee.***
- 6. There is no BBQ available.***

Hire Fee is \$335 plus a Bond of \$300

For collection of Keys prior to event or if you have any queries
Please phone Terry Barter on 0423 913 093 or email terrybarter@optusnet.com.au

Direct Entry for Booking Fee and Bond Money
Lynden Park Joint Management Committee Banking details are:-

Bank BSB 633 000 Acc # 145417093

**Your booking will be confirmed on receipt of bond.
Hire fee payment is required one week prior to the event.**

Execution and Acknowledgement

Signed by or on behalf of the Hirer:

The Hirer confirms that:

- the Hirer is personally responsible for securing all doors, windows and gates before exiting the premises;
- the Hirer has read, understood and accepts all the terms and conditions set out in this Agreement;
- the signatory is personally responsible for ensuring that the Hirer complies with these terms and conditions, and if the Hirer breaches any of these conditions, the Hirer will be personally responsible for any such breaches, including any damage to the Hired Area.

..... Dated

Signed

.....
Print Name

.....
Name of Organisation (if applicable)

.....
Position within Organisation (if applicable)