

**LYNDEN PARK RECREATIONAL FACILITY  
JOINT MANAGEMENT COMMITTEE**

**EXECUTION AND ACKNOWLEDGEMENT - 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 your contact details and hiring information below.

<b>Hirers details</b>	
Name of hirer Include group name, business name	
ABN for business hirers	
Contact email	
Contact mobile	
Banking details (for the return of your Bond)	BSB                      Acct

<b>Function details</b>	
Date of event	
Time	Start                      End
Type of event	
Contact mobile	
Number of Guests	(Maximum 100)

**Hire fees and confirmation of your booking**

Hire Fee is \$350 plus a Bond of \$300.

Payment is to be made by direct transfer to Lynden Park Recreation Facility:    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.

**Serving of Alcohol**

Temporary Licence is required if you are selling alcohol, this is obtained online from [contact@VCGLR.vic.gov.au](mailto: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.

**Conditions of hire**

Hirers must comply with the conditions outlined in the attached Hire Agreement issued with this document . A summary of the key points are:

- Guests must vacate by 11.00 pm, leaving time for cleaning to be completed by midnight.
- All or part of the Bond will be deducted if the premises are not left clean and tidy and properly secured.
- Nothing is to be adhered to or affixed in any way to walls, ceiling or fans.
- Any electrical appliance used on the premises must be compliance tagged if they are not under warranty.
- Public Liability Insurance policy of \$20million is required for business or third party.
- ( See Hire Agreement clause 5.1 & 5.2 ).
- Casual hirers have third party cover under the JMC's insurance policy, the cost of which is included in the hire fee.
- There is no BBQ available.

**Key collection and enquiries**

Contact Pam Barnes on 0418 179 911 or email [pjbarnes13@hotmail.com](mailto:pjbarnes13@hotmail.com)

**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.

.....  
Signed

Dated .....

.....  
Print Name

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

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