

THE CLIFTON CENTRE HIRE AGREEMENT

St Clement of Rome Parish
9-21 Egan Drive Bulleen VIC 3105
Tel : 9850 3262 Email : bulleen@cam.org.au
Website : <https://www.melbcatholic.org/bulleen>

The Hirer

Full Name: _____

Address: _____

Contact Number: _____

Email: _____

Date(s) of Hire: _____

Time(s) of Hire: From _____ to _____

Purpose of Hire: _____

Terms and Conditions of Hire

1. Booking Confirmation & Payment: A deposit of \$100 is required to secure the booking. The remaining balance must be paid in full no later than 3 days before the date of hire. The booking is confirmed only after the deposit is received and this Agreement is signed.

2. Condition of Premises: The Hirer agrees to leave the Clifton Centre in the same condition as it was at the beginning of the hire period. The hall must be cleaned to remove major spills and mess. All rubbish must be removed.

3. Completion of Function: All functions must conclude by the agreed time, which includes the clean-up of the premises and the clearing of the car park.

4. Damage to Property: The Hirer is responsible for any damage caused to the Clifton Centre during the hire period. Any damage must be reported immediately to the management of the Clifton Centre. The Hirer agrees to cover the full cost of repairs or replacement of damaged items.

5. The Clifton Centre is not liable for any injuries or damages that occur during the hire period.

6. Cancellation: Cancellations made more than 7 days before the event will receive a full refund of the deposit.

7. Compliance with Laws: The Hirer agrees to comply with all relevant local laws, including those relating to noise levels, alcohol consumption, and occupancy limits.

8. Safeguarding Requirements: As the premises is connected to a school, compliance with the safeguarding requirements is mandatory. The Hirer is required to sign a safeguarding compliance form and provide a copy of a valid driver's license or working with children check (WWCC). These documents must be submitted at the time of signing the agreement.

Declaration by Hirer

I, the undersigned, agree to the terms and conditions set out in this Agreement. I understand that failure to comply with these terms may result in additional charges or legal action.

Full Name: _____

Address: _____

Signature: _____

Date: _____

Clifton Centre Management

Signature _____ Date: _____

This contract should be signed and dated by both the hirer and the management before the event takes place. This will provide clear expectations and a legal basis for any necessary actions should the terms not be met.