

Office use Only
Invoice Number #
Purchase Order #

President: Terry Fitzgerald
Secretary: John Graham



HIRL – Rental Agreement

Hamilton Institute of Rural Learning

A Unique Venue in Sync with Nature

333 North Boundary Road Hamilton Vic 3300

Phone: 03 5572 3699 for enquiries

Website: www.hirl.org.au

Email: info@hirl.org.au

Name of Hirer:

Contact Name:

Email:

Phone No: Mobile No:

Type of function/meeting:

Rental Date:

Duration of event: From To

Rooms required:

Full Venue ☐

Main Hall (approx. 80 people) ☐

Bandicoot Room (approx. 60 people) ☐

Dining Room (approx 30 people) ☐

Art Room (approx. 25 people) ☐

When would you like to set up? Date: Time:

Extra needs: tick items required

Crockery - \$30 ☐ B-B-Q - \$30 ☐ Portable Sound System - \$30 ☐ Wi-Fi - \$10 ☐

Projector - ☐ Bain Marie - ☐ Pizza Oven - ☐

Payment Details –

See back for terms & conditions of payment & cancellation fees. **Please await invoice for payments.**

Bond: Full Venue/Main Hall \$ 250.00

Bond: Bandicoot Room \$ 100.00

(payable within 7 days of bookings)

Date paid

Hire amount \$.....

Date paid

Reference: Please Use your Surname Or Invoice #

Your Bank Details for refund purposes

Acc Name:

BSB Acc no.

**No responsibility taken by H.I.R.L. for tenant's own goods and equipment.
Any damage to HIRL property must be paid by Hirer. See conditions attached.**

Signed by Hirer Date

Signed by HIRL Representative

General Hire Conditions

1. We recommend registering your party with the police.
2. **LIQUOR** - Alcohol must be BYO only, No Sales, or else you will require a license. (If you are selling tickets to an event or a **meal that includes alcohol**, that is considered selling and a license is required, any liquor sales requires a license!. If you are unsure regarding your event, please ring the Vic Commission for Gambling & Liquor Regulation (VC GLR) on **1300 182 457** or email them at: **contact@vcglr.vic.gov.au**)
3. Events and Music to **finish at 1 AM** and all **guests to depart by 2 AM**. Please be aware of other venue users and of street neighbours. No celebrations to be held in the car park areas.
4. Alcohol is not to be served in the main hall or other rooms. Please use the bars areas provided in the passage-way (of course alcohol can be consumed in the main hall).
5. **STRICTLY NO FIREWORKS (BY LAW)**

Cleaning & Rubbish Removal

6. Rooms are to be swept and vacuumed and cleaned, vacuum cleaner is located in the foyer; final clean must be completed at end of bookings. Weekend bookings can organise a late clean with office.
7. Please mop up any spillages as they occur (Mop provided & located in the cleaning room). If needed please use only minimal warm water using **NO** cleaning agents on floor.
8. **All** rubbish to be deposited in the wheelie bins (kept in the bin area on the south side of the building in the bin enclosure area). **Any excess rubbish** to be removed **by the hirer** named in the HIRE Agreement.
9. Please return all furniture to the original positions in all rooms occupied.

Vacating the Premises

10. When leaving, please ensure all lights are off, ensure all kitchen appliances are off and all doors are secured.
11. The car park floodlight will turn off immediately when the switch has been turned off. (The red light on the switch should be glowing when the floodlight is off). A timed sensor light is located at the main entrance for your convenience and can be activated by stepping onto the steps.

Payments, Bonds & Refunds

12. All booking bonds must be paid within 7 days of making the booking to secure booking
13. As at 1/7/2023, all HIRL bookings cancelled with less than 7 days notice will incur a cancellation fee. Full Venue bookings require one months notice to cancel.
14. The Bond will be refunded on return of the key & following inspection of the venue by a HIRL Management Committee member.
15. The Bond will not be refunded until any damage is repaired or paid for, **or** if extra cleaning is required.
16. Any damage in excess of the deposit is the sole and full responsibility of the person(s) named in the HIRE Agreement and must be paid to HIRL within 7 days of the hire date.
17. The Bond will also be withheld if your event causes excessive noise after 2 AM or if the police are called.
18. **In the case of LOST keys – a replacement fee of \$200 will be incurred.**

We trust you find HIRL to be the perfect venue for your function.

We welcome any feedback which can be provided by speaking with our office volunteers during office hours, leaving a message on the HIRL answering service on 5572 3699 or to our email address info@hirl.org.au

Please remember this is a community venue maintained by volunteers and we appreciate your support and care when using this venue.