

***Application to Hire***

***Hirer Details***

***Name***

***Address (postal)***

***Telephone***

***Organisation***

***Time and date of event***

***Hire type (circle) Permanent Full day Half day***

***Purpose of hire***

***Special requirements including rubbish removal.***

***FEES***

***Permanent Hire 6 or more hires/year $ 200***

***Full day 6 or more hours $ 60***

***Half day up to 6 hours only $ 30***

***Bond $ 200***

***These fees are to be considered as a guide, variations may apply depending on circumstances. Final fee structure will depend on type of hire and facilities required and be at the discretion of the Management Committee.***

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***Hire Agreement Terms and Conditions***

* ***The Unkya Reserve Committee of Management reserves the right to decline or place restrictions on any application.***
* ***Applications for hire to be lodged at least two weeks prior to hire date.***
* ***Events that have the potential to impact of neighboring properties, community members or traffic flow***
* ***Hire charges and bond to be paid in full, prior to hire. Bond to be returned after inspection and within seven days of hire***
* ***Any damage or loss to be reported to Committee of Management within 24 hours. Where the cost of the damage is less or equal to the bond the bond will be withheld. In cases where cost of damage exceeds bond, such amount to be paid by hirer by negotiation.***
* ***It is the hirer’s responsibility to ensure that all facilities are left in the clean and tidy manner they are found. Any cost associated with cleaning after a hiring event will be deducted from the bond.***
* ***Rubbish removal to be negotiated at time of hiring***
* ***The sale of or serving of alcohol is not permitted at this Reserve; the hirer must obtain an appropriate liquor license and provide a copy of same to Committee of Management prior to hire.***
* ***Use of coffee machine to be negotiated at time of hiring***
* ***All hire applications will be assessed for impact upon reserve and other users- in this instance the hire agreement will outline the hirer’s responsibility in the “special conditions”***
* ***Non-incorporated bodies, including sporting and community groups to provide copy of Certificate of Currency for public liability insurance***
* ***Consumable items stored in the canteen are the property of the Committee and are not for the use of hirers.***
* ***Contact the Unkya Committee 0425 205 737 or via email*** [***funkya@unkya.com.au***](mailto:funkya@unkya.com.au)

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***Hire Agreement***

***Name***

***Address (postal)***

***Telephone***

***Hire agreement Casual Permanent***

***(circle)***

***Special conditions***

***I agree to abide by the Terms and Conditions as set by Unkya Reserve Committee of management***

***Name (print) Signature Date***

***Approval of Unkya Reserve Committee of Management***

***Name (print) Signature Date***