



Room Hire Agreement

Room Hire Costs for Non-Financial Members

Hirer	Multipurpose Room	Other rooms
Businesses	\$30.00 / hr	\$20.00 / hr
Community Groups	\$10.00 / hr	\$5.00 / hr

Room Hire Costs for Current Financial Members

Hirer	Multipurpose Room	Other rooms
Businesses	\$15.00 / hr	\$10.00 / hr
Community Groups	\$5.00 / hr	\$2.50 / hr

Please Note: Deloraine House Financial Members are entitled to 50% discount on all room hire costs.

These fees are subject to change/review annually.

Cancellations of room hire: If you need to cancel your booking we require 24 hours notice. If you do not notify us of a cancellation, you will still incur charges for the room.

Permanent Bookings: Please regularly check your booking with the office.

Setting up rooms and packing away equipment: It is the responsibility of the groups/individuals who hire the room to set the rooms up in the manner required. Please ensure that you return the equipment to its rightful place and ensure that dishes and utensils are placed in the dishwasher in the kitchen so that staff can attend to them. It is essential that you ensure all windows are closed, blinds are down, lights are turned off and air conditioners/heaters turned off before you leave.

Insurance: If you are facilitating groups that require participation in physical activities or higher risk activities you will need to ensure that you have your own liability insurance. Deloraine House will also need to receive a copy of your certificate of currency before you are able to conduct these activities in the House. Please be aware if you are charging participants to engage in activities as a business, you may also need to provide a certificate of currency. Please speak to the staff at Deloraine House if you are uncertain about the insurance coverage of your activity.

Reporting Room Use: It is a requirement of our funding agreement that we demonstrate that Deloraine House is being utilised by the community. We require you to let us know how many people attended your group/meeting. You can do this by emailing the information to us at info@delorainehouse.com.au or by completing the room use forms that are available in each room.



Accessing Rooms Outside the House's Normal Operating Hours: It is possible to access the house during the evening or early morning. **To access the house outside of normal operating hours the Room Hirer must be a Current Financial Member of Deloraine House, an Employee or an Authorised Service Provider.** To gain possession of a Security Card the applicant must complete the below section of this form and provide valid proof of identity. **You must not, under any circumstances, provide the key or code to any other person.**

Securing the House: It is your responsibility to ensure the building is Armed and Doors and Windows are Locked if you are using the building outside of normal business hours (10am to 4pm Monday to Friday). Please be aware that if the building is left unarmed/unlocked by your group our security company is required to travel out from Launceston and secure the House. **This will result in a cost of \$110.00 that will be charged to you.** If you have any questions about securing the House on your departure, please speak to our staff before using the building out of hours and make sure you are confident in arming/locking the building.

WIFI: The WIFI password is available from Reception

Heating in Winter: Please feel free to use the heat pumps at a temperature that suits your activity. However, when you leave the building please ensure the heat pumps are on 16 degrees and the door to your room is left open (unless using the computer room) and all the toilet doors and windows in the building are closed. Outside of winter months we ask you to ensure that all heat pumps are turned off when you leave the building.

COVID-19 Requirements:

It is a Public Health requirement that all service users of Deloraine House be vaccinated against COVID-19. This includes all staff, volunteers, room hire users and consultants. It is the responsibility of the group leader/facilitator to ensure that participants comply with this requirement. We will require you to provide proof of vaccination. We also require all participants check in via the Tas Check In App, or the slips provided.

I have read and understood this document

Signed: _____

Name: _____

Date: _____



Room Hire and Key Register Form

Name of Group/ Person that is using the house: _____

Days/Dates and room that is being used: _____

Name of person responsible for the account: _____

Address: _____

Contact Phone Number: _____

Email Address: _____

Payment Method (EOM Invoicing is available): _____

ABN (if applicable): _____

I acknowledge receipt of a Security Card for Deloraine House. I have paid a deposit of **\$20.00** to be refunded when the card is returned. **I agree not to loan the security card to any other persons**

Name of person responsible for the card: _____

Date card Issued: _____

Card Number: _____

\$20.00 Deposit paid by: Cash/EFTPOS/Direct Credit

I, _____ agree to the above terms and conditions.

Signed: _____

Date: _____

Witness: _____

Date: _____

Form of Identification Cited and Copied: _____

- Copy of Proof of Identity attached
- Copy of Covid-19 Vaccination Certificate attached /sighted by staff
- Copy of Insurance documents attached (if applicable)

Your information will be stored in a locked confidential cabinet at all times

Staff Member

Signed: _____

Date: _____