

Langford Aboriginal Association Inc (LAA)  
**Commercial Kitchen Hire Application Form and Agreement**



**Client Details**

Name: \_\_\_\_\_

Group/Organisation: \_\_\_\_\_

Are you a:           Community Member     
                           Non-Government Agency     
                           Government Agency         
                           Corporate                   

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Numbers
Home: _____
Work: _____
Mobile: _____
Fax: _____

**Room Hire Costs (all prices exclude GST)**

	Individuals (Community)	Agencies / Businesses (Non – Government)	Agencies (Government)	Corporate	
<b>Commercial Kitchen Use Hire</b>	\$50 per day	\$80 per day	\$120 per day	\$150 per day	Includes use of all cooking equipment (electrical and non-electrical)
<b>Clean Up</b>	\$50 per room extra	\$50 per room extra	\$50 per room extra	\$50 per room extra	Any kitchen utensils not washed up and put away from your use will incur this fee, and also if room is left in an untidy state.
<b>After Hours Opening/Closing Fee</b>	\$10 to open \$10 to close for each event	\$25 to open \$25 to close for each event	\$40 to open \$40 to close for each event	\$50 to open \$50 to close for each event	If collection and return of the key cannot be organised for during business hours then this fee will be charged. Monday to Thursday 9am to 5pm or when LAA is open for a specific program or event outside of these times.

**Hire Details**

Purpose of Kitchen Use:

\_\_\_\_\_

Day(s) and Date(s) Required	Time of Hire (Please include set up and pack up times)	
	From	To

**Electrical Equipment requirements:**

Users are requested to list equipment they require for their hire:

Equipment Available	Required (Please Tick)	Equipment Available	Required (Please Tick)
Kettle 1.8L		Food Scales	
Urn 10L		Stove	
Food Processor		Oven	
Blender		Microwave	
Toaster		Electric Frying Pan	
Food Mixer		Rice Cooker	
Beater		Dishwasher	
Sandwich Press			

**Conditions of Use**

1. Applicant is responsible for fixing any damages made to premises during time of hire.
2. Pick up any rubbish left on premises after your event – all rubbish bins to be emptied into outside bins.
3. Premises are left in same condition as prior to function; if cleaning is required after your booking then a cleaning fee will be charged.
4. Any dishes used are to be washed, dried and put away, or cleaning cost will be charged.
5. All windows and doors to be checked they are locked before leaving.
6. All lights, fans, air conditioners and heaters to be switched off when leaving.
7. Any mess made on floors need to be swept, mopped or vacuumed.
8. LAA is a smoke free premise and all smokers are to smoke outside of the front gates, at the mailbox.
9. No alcohol or drugs permitted on premises.

**Booking Confirmation**

I certify that I sign this application form on behalf of myself or the named group/organisation and have authority to bind the group/organisation by doing so. On behalf of myself or the named group/organisation I acknowledge that if this application is successful, the use permitted will be subject to the "Conditions of Use" which I have read.

I confirm agreement to the hire of room(s) according to the scheduled fees which are payable within 30 days of receipt of an LAA invoice. I understand that if I cancel my booking within 7 days from the booked date, I will be charged 10% of the total cost of that room booking. Cancellation of a room booking within 48 hours, will incur a charge of 100% of the room booking. I also understand that I or the named group/organisation is responsible for paying for any further costs associated with any damages to the premises or equipment used.

Signature of Applicant: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

on behalf of (group/organisation): \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Information Privacy: The personal information requested by this form is being collected for the purposes of facilitating and processing an application. The personal information will only be shared with relevant committee members. Failure to provide the personal information may prevent the processing of your application.

**Office Use Only**

**Pre-Hire**

Type of Group: Community  Non-Government  Government  Corporate

	<b>Total Costs</b>	<b>Details/Notes</b>
Kitchen Hire		
Clean Up		
After Hours Fee		
<b>TOTAL Excluding GST</b>		
<b>GST</b>		
<b>TOTAL Including GST</b>		

Invoice Number: \_\_\_\_\_

Paid \$ \_\_\_\_\_ Receipt Number: \_\_\_\_\_

How payment was made: \_\_\_\_\_

Keys Given: Y N

Alarm Code Given: Y N

Booking Authorised by: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Post - Function**

Keys Returned: Y N

Room Cleaned: Y N

Invoice Sent: Y N

Notes:

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_