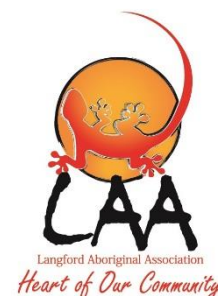


Langford Aboriginal Association Inc (LAA)
Lease Room Hire Application Form and Agreement



Client Details

Name:

Group/Organisation:

Address:

Post Code _____

Email:

Contact Numbers:

Home: _____ Work: _____

Mobile: _____ Fax: _____

Room Hire Costs (all prices exclude GST)

Room Hire is available Mondays – Thursdays between 9am and 5pm only

- \$120 Per Day
- \$65 Half Day

*Included in the hire is tea, coffee, milk and biscuits.

Hire Details

Purpose of Room Hire (for example meeting, workshop):

Days required:

Monday

Tuesday

Wednesday

Thursday

Duration:

Daily

Weekly

Fortnightly

Monthly

Start Date:

End Date:

**If using for half days please specify times: _____

Conditions of Use

1. Applicant is responsible for fixing any damages made to premises during time of use.
2. Lease room is left in same condition as prior to use. If cleaning is required after your booking then a cleaning fee will be charged.
3. Any dishes used are to be washed, dried and put away, or cleaning cost will be charged.
4. All windows and doors to be checked they are locked before leaving, if you do not have a key please ask reception to lock up when you leave.
5. All computers, lights, fans, air conditioners and heaters to be switched off when leaving.
6. Any mess made on floors need to be swept, mopped or vacuumed.
7. LAA is a smoke free premise and all smokers are to smoke outside of the front gates, at the mailbox.
8. No alcohol or drugs permitted on premises.
9. Children need to be supervised at all times.

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.

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

	Total Costs	Details/Notes
Room Hire		
TOTAL Excluding GST		
GST		
TOTAL Including GST		

LAA Invoice Number:

Paid \$ _____

Receipt Number: _____

How payment was made: _____

Booking Authorised by: _____

Signed: _____ Date: ____ / ____ / ____

Notes:
