



Kerrimuir Neighbourhood House

Kerrimuir Neighbourhood House Inc. A0027658U

57 Linda Avenue, Box Hill North, Victoria 3129

T: (03) 9899 7660 E: info@kerrimuirhouse.org.au W: www.kerrimuirhouse.org.au

Application to Hire

I / We apply for permission to use Kerrimuir Neighbourhood House at
57 Linda Avenue Box Hill North 3129

Name of Organisation / Individual: _____

ABN: _____

Address: _____

Purpose of Hire: _____
(e.g. birthday party)

Date(s): _____

Times: _____

Estimated number of Participants: _____

Contact Person: _____ Phone Number: _____

Email: _____

Insurance Policy held YES / NO

Insurance Required YES / NO (\$20)

There is a \$250 excess associated with this policy if the Casual Hire Public Liability Insurance Scheme cover is activated.

I / We have read and understand the Conditions of Hire information overleaf and agree to comply with these conditions.

Signature: _____ Date: _____



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Conditions of Hire Information

Hire includes: Use of rooms, tables, chairs, crockery, cutlery, pots, pans, and the use of the kitchen. Also included is ducted heating in winter and an air conditioning in summer. Central heating switch is located on the wall next to the office door. Please bring your own, tea, coffee, milk and tea towels.

Parking: Please use the rear carpark spaces whenever possible. If the carpark is full, you can park on the street. Please be considerate – our neighbours have a right to access their driveways without difficulty.

Entry: Office staff will advise entry arrangements when booking is confirmed.

Public Liability Insurance: It is a requirement that the hirer have public liability insurance. If you do not have your own insurance, KNH will arrange cover for you at a cost of \$20 per session. Please be advised that there is a \$250 excess associated with this insurance if activated. If you hold insurance, please attach a copy to the hire form.

Confirmation of Booking: A booking will not be confirmed until all paperwork and payment is received. Direct Deposit to Kerrimuir Neighbourhood House, Bendigo Bank BSB 633 000 Account 149516049 and please enter your name in the “To Account” description.

Responsibility of hirer:

The hirer or group leader must sign in the diary on arrival.

A bond of \$150 is applicable to party hire. Bond will be refunded if the house is left in a clean and tidy condition. (Cleaning items are located in the hall cupboard.)

Please ensure that all lights, heating and cooling are switched off, windows are closed and both front and back doors are locked before you leave.

Rooms & Equipment

Room 1

4.0 metres wide x 7.50 metres long, carpeted, whiteboard, flat screen television suitable for use with laptops or iPads. (TV remote and cords located in cupboard near kitchen.)

Room 3

3.5 metres wide x 10 metres long, lino, whiteboard.

Registered Kitchen

Stove, fridge, microwave, hot water urn, cutlery, crockery, pots, pans, utensils.

Furniture

29 Chairs, 6 large tables, 3 small trestle table, 1 large trestle table, 2 small tables