



YWCA Canberra Education and Training
Centre
hire application and agreement

between

YWCA Canberra

Level 3, 71 Northbourne Ave, Canberra ACT 2601

GPO Box 767, Canberra ACT 2601

and

NAME

of

ADDRESS

ABN: *(if applicable)*

At: YWCA House - Education and Training Centre
Level 3, 71 Northbourne Avenue, Canberra, ACT, 2601

Date(s):

	Access	Event
Start Time		
End Time		

NB: Rooms cannot be accessed prior to 8:30am. Please contact YWCA if early access is required.

Purpose/Permitted use: *(meeting, conference, training session etc.)*

Approximate number of guests: Will alcohol be served/available? Y / N

Are you hiring on behalf of an organization/community group, if so please specify:

Incorporation Number: (if applicable)

To be eligible for the Not-for-Profit (or PBI) rate, the hirer **MUST** also provide documentation supporting this status. Certificate of registration from ANCN or equivalent as a minimum.

INSURANCE

Public Liability Insurance Company Name:

Amount of Cover:

Please provide a copy of your Current Public Liability Insurance

Hirer must have completed a walk through with Reception prior to signing out the access keys. A delegate may attend on behalf of hirer; in this instance the delegate takes full responsibility for passing on walk through information.

COSTS (plus GST) payable in advance via direct deposit (please tick correct box then complete details below):

Room	Full day rate (+ 3.5 hrs.)		Half day rate (up to 3.5 hrs.)		Discount rate full day		Discount rate half day	
One Room	\$275	<input type="checkbox"/>	\$165	<input type="checkbox"/>	\$220	<input type="checkbox"/>	\$110	<input type="checkbox"/>
Two Rooms	\$550	<input type="checkbox"/>	\$330	<input type="checkbox"/>	\$440	<input type="checkbox"/>	\$220	<input type="checkbox"/>
Three Rooms	\$825	<input type="checkbox"/>	\$495	<input type="checkbox"/>	\$660	<input type="checkbox"/>	\$330	<input type="checkbox"/>

Rent / Hire Fee: \$

Other Fee: \$

Specify:

Bond: \$100

TOTAL \$

BANK DETAILS FOR BOND REFUND

Account Name:

BSB:

Account Number:

Email for Remittance Advice:

NOTE: Bond will be refunded only after an acceptable post-event inspection in accordance with the Terms and Conditions outlined at the end of this document

HIRER CONTACT DETAILS

Contact details for hirer and presenter must be provided

	Hirer	Presenter (if different from hirer)
Name		
Address		
Phone		
Email		

Requests (i.e. microphone, laptop):

Provided is a whiteboard, projector, and HDMI access/cable located in each room. YWCA Canberra will endeavor to provide all additional equipment as requested ONLY if available and feasible to do so. Hirers will be advised if not possible.

Terms and conditions

HIRE ARRANGEMENTS

1. Agreement to the contract

- 1.1. **Purpose of hire:** Organizations, groups or individuals hiring the YWCA Canberra Education and Training Centre do so only for the stated purpose of hire.
- 1.2. **Restrictions:** YWCA Canberra reserves the right to refuse a request if the purpose of hire is contrary to the values and purpose of the organization.
- 1.3. **Times of hire:** Typically, bookings will be accepted for times between 8:00am and 7pm Monday to Friday. No bookings will be accepted for later than a 7.00pm start time.

2. Application for hire and confirmation of booking

- 2.1. Once an Education and Training Centre hire application form is received, YWCA Canberra will confirm the booking via email within two (2) working days. If you do not receive a confirmation after two (2) working days, please contact us on (02) 6175 9900.

3. Hire costs and payment arrangement

- 3.1. To reserve a booking, payment of \$100.00 (refundable) holding deposit and a signed copy of our application form is required.
- 3.2. Upon acceptance of the booking, invoices and a copy of the Education and Training Centre hire agreement will be emailed or mailed to the hirer.
- 3.3. **To confirm a booking, the following is required:**
 - 3.3.1. A signed copy of the hire agreement.
 - 3.3.2. Provision of documentation (such as current Public Liability Insurance and/or ATO certificate if applicable) and payment of all venue hire fees (non-refundable).
- 3.4. Full hire charges must be paid seven (7) days in advance of any booking. If full payment is not received within the specified time frame, your booking may be cancelled, and cancellation fees will be applied (see 5. Cancellation of booking).

4. Refundable bond and payments

- 4.1. The Hirer will be required to pay a bond of \$100.00 to reserve each booking.

4.2. This bond is held until the conclusion of the booking and subject to a post event inspection.

Details of additional changes	Rate to be charged
Non-return/loss of keys	\$100.00
Additional cleaning of room/rooms and/or breakout area	\$100.00 plus and additional costs associated with engaging YWCA Canberra's cleaners to rectify
Lights left on overnight	\$50.00
Failure to return or damaged equipment	Loss of bond plus replacement cost
Property damage including but not limited to: <ul style="list-style-type: none"> • damage to chairs or tables • damage to walls and flooring • damage to training equipment • damage to venue property/premises 	Loss of bond plus replacement cost

4.3. Required payments can be made by:

4.3.1. Direct EFT: BSB: 032-719 / Account No: 45 11 16 / Ref: YWCA Canberra

4.4. After the hire, the facility will be inspected for any damage. Any damage or extra cleaning expenses caused by the hirer will result in a deduction of their bond.

4.5. The hirer will ensure that the premises, including the kitchen, is left in a clean and tidy condition, and all rubbish is placed in tied bags beside the bins in the kitchen area.

4.6. Schedule of additional charges: In the event of any of the following circumstances the hirer agrees to the bond being used for the associated costs or fee incurred. Should the additional charges exceed the amount of the bond the hirer agrees to pay additional costs as required.

5. Cancellation of booking

5.1. To cover the income opportunity costs and administration costs, YWCA Canberra reserves the right to apply cancellation charges as follows:

5.1.1. Cancellations that do not provide at least seven (7) days written notice (email acceptable) will forfeit the bond.

5.1.2. Cancellations within five (5) days of the event will be required to pay 100 per cent of the hire charges.

- 5.2. Cancellation by YWCA Canberra:** YWCA Canberra reserves the right to cancel your booking (or future bookings) if the terms and conditions of hire are breached. YWCA Canberra will provide written or verbal notice cancelling a booking (without advance warning if necessary) if:
- 5.2.1.** The hirer neglects to pay invoiced fees within the required timeframe:
Cancellation fee equals 100 per cent of hire charges.
 - 5.2.2.** YWCA Canberra becomes aware that any event, goods, or services proposed to be held or provided by the hirer is/are objectionable, dangerous, and inappropriate for the venue, prohibited by law, or would be of detriment to YWCA Canberra, the community, or be in contravention of any laws or the conditions stipulated in the hire agreement. In this case, any payment received will be retained by YWCA Canberra (i.e. room/rooms are unavailable due to essential repairs or alterations.)
 - 5.2.3.** The venue is not fit for use due to electrical or security failure, or damage.
 - 5.2.4.** The hirer has not provided evidence of adequate insurance coverage or NFP status as per the hire.
- 5.3.** YWCA Canberra will apply debt recovery processes if fees, not already covered, are not paid.
- 6. Key collection and return:** If keys are not returned on time, a fee will be deducted as detailed in the security bond section of the hire agreement.
- 6.1.** Keys will be issued to hirer and will generally be available for collection between the hours of 9.00am and 4:30pm Monday to Friday unless otherwise arranged. For weekend hire, keys may be collected on the Friday prior to the weekend.
 - 6.2.** Keys can be collected and returned to YWCA Canberra Central Office at Level 2, 71 Northbourne Avenue, Canberra within one (1) working day following the conclusion of the hiring period, between the hours of 9.00am and 4.30pm Monday to Friday unless otherwise arranged.
- 7. Access to venue**
- 7.1.** Premises may only be occupied during the times specified in the 'Education and Training Centre Hire Application Form'. Cleaning and pack up time must be included within the hire session time.
 - 7.2.** All goods and equipment brought by the hirer must be removed from the premises within the hire time period unless otherwise agreed.

8. Damage and loss

- 8.1. YWCA Canberra will not accept responsibility for damage or loss to third party equipment or material prior to, during or after a hiring period. Any damage to YWCA Canberra property or equipment incurred by those using the Education and Training Centre is the financial responsibility of the hirer.**

