



Caulfield South
Community House

FACILITY BOOKING FORM

CAULFIELD SOUTH COMMUNITY HOUSE INC

ABN 50 067 356 410

450-452 KOOYONG RD (cnr JUPITER ST), CAULFIELD STH 3162

Ph: 9596 8643

Email: admin@csch.org.au

NAME OF GROUP or ORGANISATION: _____

CONTACT PERSON: _____

ADDRESS: _____

EMAIL: _____ MOB: _____

FACILITY (Please Tick): Activity Room Class Room Hall

PURPOSE FOR USE OF FACILITY: _____

RENTAL DATES: ____ / ____ / ____ START: _____ FINISH: _____

All groups hiring a room at CSCH must agree to the following conditions:

1. Rental fees will be paid in advance on a quarterly basis and will only be refundable if sessions are cancelled at least 7 days prior to the booking.
2. I understand a fee will be charged for rental, and the rate will be \$_____ (+GST)per hour or
\$ _____(+ GST) for ½ day or \$ _____ (+GST) full day rental hire
3. **I attach proof of Public Liability Insurance** for the activity being held at CSCH. Please note, CSCH will not be held liable for any injury incurred by non- members of the House.
4. I agree that the area used will be **left clean and tidy**, any cups plates and kitchen equipment will be washed and put away. Please take excess rubbish with you and do not leave on our premises.
5. I acknowledge I have received a copy of the lock up checklist and will ensure that all appliances, heaters, lights are turned off and that all windows and doors are locked when leaving.
6. I have paid a key deposit of \$20 which will be refundable (in full) upon return of the key to CSCH. I understand this key is not to be duplicated.
7. **The Community House is a Nut Free and Smoke Free environment.**

Signature _____ Date ____ / ____ / ____

If these conditions are not met the Committee of Management has the right to cancel further bookings. Contact the Manager if there are any problems or if property damage or injury occurs.

Profit Organisation	Not-for-Profit Organisation
\$50.00 per hour + GST	\$40.00 per hour + GST
\$40.00 per hour + GST (3 hours or more)	\$35.00 per hour + GST (3 hours or more)
\$250.00 full day + GST	\$200.00 per hour + GST

VENUE HIRE CHECK LIST

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On Arrival

- Please Only Turn on the Lights Required
- Use Cooling /Heating ONLY if required
- Move Furniture IF Required
- Lock the Front Doors once all the members have arrived for security purposes

Make Yourself at Home!

When Leaving

- Turn off all the lights
- Turn off the Heaters/ Air Conditioners/ Ceiling fans
- Ensure all furniture is positioned back as it was on arrival
- Ensure all Kitchen dishes are cleaned and returned after use
- Ensure any internal/external doors or windows that you may have opened are closed
- Lock the Glass and blue wooden Front door and DOUBLE CHECK for security purposes

In case of Emergency

- In the case of any life threatening emergency, please dial 000 for emergency services

For further enquiries or questions - Contact

- For all other Please Call the Manager (Tracey Burt) 0412 600 629
- Please call Venue Co-ordinator (Rachel Collins) 0412 025 555