

1. Hirer Details:

Hire Name / Organisation: _____
 Address: _____
 Telephone: _____ Email: _____

Alternative Contact (when the hire cannot be contacted):

Name / Organisation: _____
 Telephone: _____ Email: _____

2. Hire Space: (select room/s required)

<input type="checkbox"/> Main Conference Room <i>(Included in hire fee: shared car park, shared toilet facilities, covered outdoor area, 15 chairs. Excluded from Hire Fee: adjoining office space and enclosed rear patio area.)</i>	<input type="checkbox"/> Music Studio <i>(Included in hire fee: shared car park, shared toilet facilities. Excluded from hire fee – main conference room, adjoining office space and enclosed patio area.)</i>	<input type="checkbox"/> Other <i>Describe:</i>
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3. Hire Period:

Start Date: [/ /] Start Time: []
 End Date: [/ /] End Time: []

4. Number of attendees: []

5. Purpose of Hire: (Describe)

6. Authority:

- By signing this form, the Hirer declares that the information provided in this application is true and correct.
- The Hirer declares that they have read and agree to the General Terms and Conditions. .
- Jabiru Property Services Ltd may request the Hirer to provide additional information to assess this Application. Failing to provide the requested information may hold up the Application process.

PRIMARY CONTACT PERSON (Person authorised to act on behalf of organisation regarding property matters)

Name: _____

Signature: _____

Date: _____

Office Use Only:

Has Hirer completed all sections of this form, including the signature section

Yes No

Has the Hirer provided a copy of their current Certificate of Currency (CoC) for public liability

Yes No

Is the purpose of the Hire Agreement consistent with the following permitted uses: *Community Centre, information centre for the future of Jabiru, provision of office and storage space for other community organisations including Arnhem Land Progress Association, indigenous corporations, Indigenous Cultural Intellectual Property office, Bininj Kunwok Regional Language Centre, Marrawuddi Gallery and other local small businesses.*

Yes No

Approved by: _____

Date _____

(name)

7. GENERAL TERMS AND CONDITIONS:

7.1. Hire Fee

A. The Hire Fee is based on the following rate:

Half Day: \$220.00 (max 4 hours)

Full Day: \$440.00 incl GST

B. The Hire Fee must be paid in accordance with the purchase order / invoice issued to the Hirer.

C. The Hire Fees must be paid in advance, or access to the premises may be denied.

D. A Hire Fee may be waived by Jabiru Property Services Ltd in accordance with its Bininj Kunwok Centre Hire Space Policy.

7.2. Number of Occupants

No more than _____ persons may ordinarily occupy at the premises at any one time.

7.3. Copy of Agreement, Policy and Receipt of Monies Paid

A. Jabiru Property Services Ltd must give the Hirer a copy of this agreement when this agreement is signed by both parties.

B. Jabiru Property Services Ltd's Bininj Kunwok Centre Hire Space Policy will be made available upon request.

C. Jabiru Property Services Ltd must issue a receipt for all monies paid by the Hirer.

7.4. Water and Electricity Usage

The Hirer is not required to pay for Water and Electricity Usage during the Hire Period.

7.5. Condition of Hire Space at completion of Hire Term:

A. Hired Space/s in this Hire Agreement must be left in the same condition as found at the beginning of the Hire Period. This includes, but not limited to, swept and mopped flooring, furniture stacked and stored, all rubbish items placed in the external bins provided, all personal items removed from the building.

B. If, on inspection following the Hire Period, the Hire Space is found not to be in the same condition as at the beginning of the hire period, Jabiru Property Services Ltd will notify the Hirer in writing as to the specific items requiring rectification.

C. If the Hirer has been notified in writing of specific items requiring rectification and is unwilling or unable to immediately rectify these items, Jabiru Property Services Ltd may directly appoint a contractor or contractors to undertake the necessary works to rectify the Hire Space as to be returned to the original condition at the beginning of the Hire Period. All costs will be charged directly to the Hirer.

7.6. Access to Hire Space/s

A. This Hire Agreement must be signed by the Hirer and all monies paid in advance prior to collection of keys.

B. Keys must be collected from and returned to the Jabiru Property Services Ltd office located at Shop 3-4 Jabiru plaza, 13 Tasman Crescent, Jabiru NT 0886. Keys must be returned by 9am the first business day following the completion of the Hire Period.

C. The Hirer must not occupy the premises outside of the Hire Period.

D. Jabiru Property Services Ltd reserves the right to decline this Application for hire if the intended use of the Hire Space is contrary to the Permitted Use in Jabiru Property Services Ltd's leasehold interest, or is contrary to the Town Plan, the Kakadu National Park Plan of Management or the *Environmental Protection and Biodiversity Conservation Act 1999* (Cth).

7.7. Insurance

If the Hirer is hiring the Hire Space on behalf of a registered or incorporated organisation, the Hirer must provide to Jabiru Property Services Ltd a copy of their current certificate of currency for public liability prior to the commencement of the Hire Term.

7.8. Privacy and Confidentiality

Jabiru Property Services Ltd will use its best endeavors to keep your details confidential. Jabiru Property Services is committed to the protection of your personal information and handling of that information in accordance with the Australian Privacy Principles and the *Privacy Act 1988* (Cth) (Privacy Act). Jabiru Property Services Ltd will collect personal information about you in the course of your Hire Period. Jabiru Property Services Ltd's Privacy Policy sets out its procedures for the handling of personal information, and information on seeking access or correction, and about making a complaint, including how complaints will be handled. Should you require a copy of this policy, please contact Jabiru Property Services Ltd. By providing Jabiru Property Services Ltd with personal information about a third party (e.g. a primary contact) you warrant that that person consents to Jabiru Property Services Ltd collecting and handling their personal information in accordance with its Privacy Policy.