



MYCC ROOM HIRE AGREEMENT

2 Appleton Street – PO Box 275 - Moranbah, Qld 4744.

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accounts@myccmoranbah.com.au



Agreement Schedule Details:

Hirer/Company Name – Business Name – Individual Name

ABN:

CRN:

Billing Address

Contact Name:

Phone Number:

Contact Email:

Public Liability Policy - Details

Booking Details:

Purpose of Booking:

Number Attending:

PO Required? _____

Start Date: / /

Time: _____

End Date: / /

Time: _____

If ongoing please state regularity required: (weekly, fortnightly, monthly)

(please tick appropriate venue hire)

Meeting Room _____ Large Conference Room _____ Small Conference Room _____

Interview Room _____ Desk _____ Other _____

Equipment Needed or Special Requests:

Price:

Room Hire Price \$ _____ (ex GST) Per _____

Signed Acceptance:

I have read, understand and accept the terms and conditions of the Venue Hire Agreement which includes the schedule and the "Terms and Conditions of Venue Hire" outlined below.

SIGNED for and on behalf of the Hirer by its authorized representative:

Authorised representative of Hirer:

Name: _____

Position: _____

Signature: _____

Date: / /

Authorised representative of MYCC:

Name: _____

Signature: _____

Date: _____

Terms and Conditions of Venue Hire:Additional Charges

Extra Charges will be invoiced if extra cleaning is required, air-conditioning is left on or any damages to property or the building is incurred. If a key deposit has been paid and the key not returned there will be a charge of \$25.00

Cancellations

Please provide at least 48 hours of cancellation. If a deposit has been paid, it may not be refundable.

Opening Hours

MYCC business hours are Mon – Fri 8.30am to 5.00pm and After Hours and Weekends by appointment.

Public Liability

It is the hirers responsibility to be liable for themselves, employees, agents and anyone whom they may engage as part of this event. The hirer must have its own Public Liability Policy and any other applicable insurance.

Responsibilities and Access

- Nothing is to be nailed, screwed, stapled or adhered to any walls, doors, windows or surface of the building
- The hirer will be held responsible for any damage sustained to the building by the hirer, it's guests, it's equipment or any invitee
- MYCC will not accept responsibility for damage or loss of any item left in the premises prior, during or after the hire
- By signing this document, the hirer agrees to the terms and conditions of the hire and the hire fee stated above
- The hirer will not carry on any activity deemed to be dangerous, noxious, offensive, illegal, noisy or objectionable
- The hirer will not use the venue for any purpose other than that purpose stated above
- The hirer will vacate the premises at the conclusion of the agreed time stated above
- The premises are to be left in a clean and orderly condition
- The hirer will comply with all applicable laws such as health and safety, liquor licensing and fire regulations
- The hirer will conduct itself in a professional manner at all time and comply with any direction given by the management of MYCC
- The hirer acknowledges this is a shared space and other events may be going on in other rooms around the building

Termination

Either party may terminate this agreement at anytime that is reasonable for both parties