



# HOME ISLAND CYCLONE SHELTER/PONDOK INDAH HIRE AGREEMENT

| Section A: APPLICANTS DETAILS           |                              |                             |       |
|---|------------------------------|-----------------------------|-------|
| Name of Organisation / Hirer:           |                              |                             |       |
| Postal Address:                         |                              |                             |       |
| Contact Person:                         |                              |                             |       |
| Email: (will be used for invoicing)     |                              |                             |       |
| Phone:                                  | (B/H)                        |                             | (Mob) |
| Is your organisation registered for GST | <input type="checkbox"/> YES | <input type="checkbox"/> NO | ABN   |
| Do you have Public Liability Insurance? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |       |

| Section B: VENUE HIRE     |   |                                  |                                   |  |
|---------------------------|---|----------------------------------|-----------------------------------|--|
| DETAILS:                  | <input type="checkbox"/> Commercial   | <input type="checkbox"/> Private | <input type="checkbox"/> Resident | <input type="checkbox"/> Community group |
| RATES:                    | Commercial & Private Hire<br>Resident Hire<br>Community Group<br>Bond – Hall & Kitchen<br>Key Bond<br>Pondok Indah – Home Island<br>commercial or Private Hire Cocos Island Resident (non – commercial)<br><b><i>Please refer to Scheduled Fees &amp; Charges</i></b> |                                  |                                   |  |
| Please specify your rate: |   |                                  |                                   |  |

| Section C: EVENT SUMMARY  |
|---|
| <i>Community Groups seeking waiving the Hire Fees must formally apply to the Chief Executive Officer.</i> |

|                            |                |                  |  |
|----------------------------|----------------|------------------|--|
| <b>Name of Event:</b>      |                |                  |  |
| <b>Event Date/s:</b>       |                |                  |  |
| <b>Number of Attendees</b> | <b>Adults:</b> | <b>Children:</b> |  |
| <b>Event Times:</b>        | <b>Start:</b>  | <b>Finish:</b>   |  |

|  |   |
|--|---|
| <b>Section D: FEES &amp; CHARGES</b>   |   |
| Please note that fees and charges are set by Council and are not subject to negotiation. |   |
| <b>Equipment Breakage / destruction</b>  | <b>For incorrect use of equipment. The Bond will be forfeited, and a fee will also be set depending on the type of damage occurred.</b> |

|   |  |             |  |
|---|--|-------------|--|
| <b>Section E: DECLARATION</b>   |  |             |  |
| I am aware that the Home Island Cyclone Shelter is to be used in a safe manner and returned in a clean state and that I may be charged for any damages or destruction as a result of incorrect usage. |  |             |  |
| <b>Signature</b>  |  |             |  |
| <b>Name</b>   |  | <b>Date</b> |  |
| <b>Position</b>   |  |             |  |

**TERMS AND CONDITIONS**

- All hire charges must be paid at the Shire of Cocos (Keeling) Islands Office (Home Island) prior to the collection of the key unless prior arrangements have been made.
- If an equipment is lost, the cost of a replacement will be the responsibility of the hirer.
- It is the responsibility of the hirer to ensure that the conduct of all persons present at the time of the event is orderly.
- Sticky tape is not to be used on the walls, tables, or doors.
- Equipment to be left in clean state, or the hirer will incur additional cleaning costs.
- Report any faults that may occur during your usage immediately.
- For weekend hire, the key shall be returned Monday morning.
- All lights, air conditions, fans will be turned off by the hirer at the end of the event.
- Rubbish not to be left inside and shall be disposed of by the hirer.
- All food items are to be removed at the completion of the event.
- Oven, stove, and benchtops are to be cleaned.
- Floors to be cleaned of any debris and mopped if required.
- Any equipment the hirer brings to the shelter to be removed immediately after the event.
- Failure to adhere to the above conditions will result in the surrender of the hirers bond.

|   |                              |                |  |                                      |
|---|------------------------------|----------------|--|--------------------------------------|
| <b>Office Use Only</b>  |                              |                |  |                                      |
| Payment Received  |                              | Receipt number |  |                                      |
| Approval for waiver of hire fee by CEO <input type="checkbox"/> YES <input type="checkbox"/> NO |                              |                |  |                                      |
| Invoiced  | <input type="checkbox"/> YES | Date           |  | Invoice number: <input type="text"/> |