



### Hire Application Form:

Details of Hirer:			
Company / Hirer		ABN or ACN	
Contact Person			
Postal Address			
Telephone		Mobile	
Email			
Hirer is 18 years or over	Yes <input type="checkbox"/> No <input type="checkbox"/>	Have own Public Liability Insurance	Yes <input type="checkbox"/> No <input type="checkbox"/> Amount insured:
Times and Dates for intended use: <small>*Dates and times are to include preparation and pack up time.</small>			
Date/s	Start time	End time	Number of Participants
Hire of which facility:			
<input type="checkbox"/> Discovery Centre	<input type="checkbox"/> Park (GHSC Risk Assessment to be completed)	<input type="checkbox"/> Visitors Entrance (GHSC Risk Assessment to be completed)	
Intended Use:			
Fees and Charges:			
Below charges are for hire of the Discovery Centre:			
<ul style="list-style-type: none"> <li>• \$50 +GST for ½ day hire</li> <li>• \$100 + GST for full day hire (more than 5 hours)</li> <li>• \$100 per hour cleaning fee (*if building is not left how it was when hired. This will be decided by the WEEC committee of management).</li> </ul>			
I/ We, the hirer, agree to pay \$_____ for the use of the facility and understand this payment will be at the time of booking or upon receipt of a tax invoice.			
Payment details:			
<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Invoice Visa/Mastercard    Credit card number: _____    Expiry Date: _____    CVV: _____ Name on Card: _____			
Undertaking and Acknowledgment:			
I/We _____ are authorised to make this application and undertake to ensure the applicant complies with the obligations listed under the <i>Hire of WEEC Discovery Centre- Terms and Conditions</i> .			
I/We _____ confirm the accuracy of the details provided in this application and further acknowledge that extra charges may be applied in accordance with conditions of the space upon completion of hire.			
Signature: _____ Date: _____			
Authorised WEEC rep: _____			



# WIRRAMINNA ENVIRONMENTAL EDUCATION CENTRE

BURRUMBUTTOCK, NSW

HOWLONG ROAD  
BURRUMBUTTOCK NSW 2642  
T: 02 6029 3185  
E: [admin@wirraminna.org.au](mailto:admin@wirraminna.org.au)  
W: [www.wirraminna.org.au](http://www.wirraminna.org.au)

## Hire of Wirraminna EEC - Terms and Conditions

1.1	A signed application is conclusive evidence that the hirer accepts these “terms and conditions”.
1.2	For the duration of the hire period, the facility will be under your physical and legal control. It is the responsibility of you, the hirer, to inspect and approve the booked facility as being safe to use for your activity. If you consider it unsafe, do not use and contact the committee of management immediately. If you use the facility, it is deemed fit and proper for your intended use and you as the hirer accept all liability associated with the use.
1.3	The committee reserves the right to accept or refuse the application.
1.4	The hirer must be of 18 years or over. Proof of age can be requested.
1.5	All hire monies are to be paid upon hire or once invoiced.
1.6	An inspection must be undertaken by the committee and hirer upon hire and at the end of use of the facility. The facility is to be left in the same condition (format of space including location of chairs, tables, putting away items including cleaned cups, cutlery etc).
1.7	Keys must be returned to the committee member whom they were borrowed from shortly after hire of the facility. Non returned keys or lost keys will result in an additional charge of \$20.00.
1.8	All hire fees are inclusive of GST.
1.9	The committee may cancel the booking (without notice) in the event of an emergency or if deemed necessary. Any paid upfront funds will be returned to the hirer if they are without fault.
1.10	Smoking is prohibited in all facilities.
1.11	If alcohol is intended to be sold or distributed at the facility, copies of the Responsibility Service of Alcohol Certificate is to be provided upon request. Under no circumstances shall anyone under the age of 18 consume alcohol.
1.12	The facility must be returned to its original state following the completion of hire otherwise cleaning charges will apply. The facility must be locked upon completion of use.
1.13	The hirer is liable for any costs, loss or damage suffered as a result of damage caused to the state of repair or condition of the facility during the period of hire.
1.14	The hirer must not do anything that may or does render void or voidable insurance policies regarding the facility.
1.15	The hirer is responsible for workers compensation or similar insurance coverage. This insurance also needs to cover goods and services brought to, sold or displayed at the facility.
1.16	All accidents or injuries need to be reported to the WEEC committee of management within 24 hours of the occurrence.
1.17	If hire of the park or front entrance, a separate Risk Assessment must be filled in and sent to Greater Hume Shire Council. This can be found here on their website: <a href="https://www.greaterhume.nsw.gov.au/Events/Hosting-an-event-in-Greater-Hume#section-5">https://www.greaterhume.nsw.gov.au/Events/Hosting-an-event-in-Greater-Hume#section-5</a> Please remember that Wirraminna is a public park and even though it is being hired, the general public still have access.
1.18	When hiring the Discovery Centre, the fish and frog aquaria are out of bounds to the general public.