

can we HELP YOU? can YOU HELP US?

Room Hire Rates To Apply from 1st July 2008

Purpose of Use/ Hire	Session	Weekdays	Saturday/Sunday
Community Use	Per 1 hour Session	\$ 30.00	\$ 33.00
	Per 3 hour Session	\$ 75.00	\$ 82.50
	Per 1 Day Session	\$ 130.00	\$ 135.00
Commercial Use	Per 1 hour Session	\$ 45.00	\$ 50.00
	Per 3 hour Session	\$ 120.00	\$ 125.00
	Per 1 Day Session	\$ 210.00	\$ 230.00

**** Note: The Above prices are GST inclusive.**

**Woden Community Service Inc.
Corinna Street Woden
PO Box 35
Woden ACT 2606
TEL: 02 6282 2644
FAX: 02 6285 1322**

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HIRE OF FACILITIES FORM

1. HIRE APPLICATION

Name of Organisation:

Address & Contact Details:

Purpose of Booking:

Session Date and Time:

FACILITIES REQUIRED ON A PERMANENT BASIS

Dates required

From:

To:

Days	Time In	Time Out



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2. MEMORANDUM OF UNDERSTANDING TERMS AND CONDITIONS

In relation to the use of the community room at Woden Community Service Inc.

26 Corinna Street Woden.

I (Name) _____ undertake on behalf of the hirer to comply with the following conditions:

- Pay \$ 60.00 Key deposit which will be returned when the key is handed back to Woden Community Service Inc.
- You must inform the Office Manager of Woden Community Service Inc. immediately following the loss of keys as the organisation(name)

_____ will be held responsible for the cost involved to replace all locks and replacement keys.

- Ensure the building is secure when exiting.
- Your organization will be held responsible for any damage to equipment or to the room that occurs during your access.
- To ensure the alarm system is activated correctly when exiting the building. If you fail to do this your organization will be held responsible for the cost of the call out free
- To inform the Office Manager of Woden Community Service Inc. of any changes to arranged times or cancellations.
- To leave the room neat and tidy.
- Provide your own tea towel, dish cloth, to maintain hygienic standards and supply your own coffee, tea and sugar.

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INSTRUCTIONS FOR ACCESSING THE BUILDING OUTSIDE HOURS

1. Open door using key. The door will shut behind you automatically.
2. Alarm pad is inside the door to the left. Type _____ and press OK.
3. You will be prompted to turn the alarm OFF.
4. The door is secured in that it will not open automatically after hours. However, encourage people to use the intercom, which is outside the front doors. Intercom can be heard throughout the building.
5. To open the doors from inside, press the green button. Doors will close automatically.
6. Upon exit, arm the alarm, typing _____ and press OK. You will be prompted to turn the alarm ON.
7. Exit the building via the green button. Doors will close automatically behind you.
8. If the cleaner has not left the building, please inform him you are leaving the building.

Community Room Facilities:

1. Lights are inside the main door and inside the kitchen.
2. To turn air conditioning on, set the timer which is on the wall to the left of the 3 double cupboards.
3. Mugs and cups are found in the kitchen cupboards. Please wash when finished.
4. Dishwasher detergent is under the sink. The dishwasher takes a while to start, so don't think it doesn't work.
5. Please ensure room is left tidy and clean.