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**COUNTRY WOMEN’S ASSOCIATION OF WA INC**

**ROOM HIRE APPLICATION FORM**

**Hirer Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation Name:** | Click or tap here to enter text. | | |
| **Contact Person:** | Click or tap here to enter text. | | |
| **Email:** | Click or tap here to enter text. | | |
| **Phone:** | Click or tap here to enter text. | | |
| **Postal Address:** | Click or tap here to enter text. | | |
| **ABN:** | Click or tap here to enter text. | **Public Liability Insurance Policy No:** | Click or tap here to enter text. |

Event Details:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Event Purpose:** | Click or tap here to enter text. | | | | | | |
| **Event Date:** | Click or tap here to enter text. | | | | | | |
| **Number of Attendees:** | Click or tap here to enter text. | | | | | | |
| **Room Required** | Boardroom Half Day  $300 (up to 4 hours) |  | Boardroom Full Day  $495 (up to 8 hours) | |  | Boardroom Weekend  (Price to be advised on booking) |  |
| Meeting Room  Half Day  $150 (up to 4 hours) |  | Meeting Room  Full Day  $300 (up to 8 hours) | |  | Meeting Room Weekend  (Price to be advised on booking) |  |
| **Start Time:** | Click or tap here to enter text. | | | **Finish Time:** | | Click or tap here to enter text. | |
| **Note:** Times booked must account for the time needed to setup and vacate the room. | | | | | | | |

Acknowledgement:

I agree to all terms and conditions of the room hire as listed in the terms and conditions listed below for the dates as included on the Room Hire application form.

|  |  |
| --- | --- |
| **Hirer Name:** | Click or tap here to enter text. |
| **Signature**  **(Please sign physically or electronically)** |  |
| **Date:** | Click or tap here to enter text. |

**A tentative booking will be made upon receipt of a signed Room Hire Application Form and invoice will be issued to the email address listed above.**

**Your room hire booking will be confirmed once payment of the invoice has been made.**

Country Women’s Association of Western Australia Inc

1176 Hay Street, West Perth WA 6005 | PO Box 97, West Perth WA 6872 | ABN: 75 087 227 582

T: (08) 9321 6041 | E: [info@cwaofwa.asn.au](mailto:info@cwaofwa.asn.au) | W: www.cwaofwa.asn.au | FB: [www.facebook.com/cwaofa](http://www.facebook.com/cwaofa)

CONDITIONS OF HIRE

Please read these conditions carefully. Adherence to these conditions is required by you, the Hirer. Please sign the bottom of the page to indicate that you are aware of, and will adhere to, these conditions.

## BOOKING AND CANCELLATION

* Rooms may only be used for the purposes stated on the booking form.
* Room charges are listed on the booking form.
* Please read the specific guidelines for the property if applicable.
* Any cancellations to the booking with more than 24 hours’ notice will be refunded.
* Any cancellation within 24 hours’ notice due to a COVID-19 directive will be refunded.
* This hire agreement can be cancelled at any time if the conditions of hire as outlined in this document are not met.

## CHARGES AND PAYMENT TERMS

* Charges for room hire are available from CWA of WA State Office.
* An invoice will be issued at the time of booking and must be paid **prior** to the hire of the room.

## COVID-19 POLICY

* All current government guidelines, health directives, restrictions and/or mandates are to be adhered to whilst in the building. For the latest updates visit the WA State Government COVID-19 information page <https://www.wa.gov.au/government/covid-19-coronavirus>
* Adhere to room capacity requirements.
* Where possible, it is encouraged that Hirers and their participants utilise doors that provide direct access to the area booked.
* Hand, health and hygiene standards must be observed.
* Air-Conditioning: The rooms are air-conditioned with the Daikin VRV III Inverter system. The system is a multi-split air conditioner (cooling and heating) for commercial buildings that uses variable refrigerant flow control developed by Daikin to provide customers with the ability to maintain individual zone control in each room and floor of a building. This technology circulates only the minimum amount of refrigerant needed at any one time and enables individual climate control of air conditioning zones.
* Air Filtration: The Association offers transportable Blueair Classic 500/600 series air purifiers equipped with HEPA filters to assist in reducing the spread of virus particles in the air.

## LIABILITY AND DAMAGES

* The Hirer indemnifies the Country Women’s Association of WA (Inc.) against any claims, demands or expenses arising out of connection to hire and use of the facility listed on the booking form.
* The Country Women’s Association of WA (Inc.) is not responsible for any incidents, accidents or thefts associated with use of their building including use of parking facilities, if provided.
* If the Hirer is a commercial operation, incorporated association, profit making body or government body, they must have insurance cover including Public Liability up to $10,000,000.
* For casual Hirers or community groups, the Country Women’s Association of WA (Inc.) will provide coverage, but only to the extent of any contract or agreement between both parties and Limits of Liability as provided by the Country Women’s Association of WA (Inc.) policy and subject to the consent of the Insurer. In the event of a claim, The Country Women’s Association of WA (Inc.) will request payment of the excess applicable, resulting from a claim under the Policy, from the Hirer.
* The Hirer, upon becoming aware of any Occurrence giving rise or likely to give rise to claim or subsequent proceeding, shall as soon as practicable thereafter provide to the Country Women’s Association of WA (Inc) and the contact person listed on the form:
* Notice via telephone or in writing of the Occurrence.
* Where appropriate, photos of the Occurrence; and
* Contact details of any third-party involved in the Occurrence.
  + The Country Women’s Association of WA (Inc.) is not liable for any personal property losses or damage incurred by Hirers.
  + The Hirer is responsible for any and all damages or breakages caused to the property and its contents during use of the property.

## HIRER OBLIGATIONS

The Hirer must meet the following requirements:

* Only use the rooms for the purpose as stated on the booking form.
* Respect the privacy of other users if applicable and adjoining properties.
* Replace all furniture/equipment after use.
* Leave the room/s tidy and clean and rubbish to be disposed of in bins.
* Food and other consumables to be provided by the Hirer.
* Wash any dishes/glasses if included in hire or place in dishwasher if available and start   
  washing cycle.
* Ensure all lights, fans and electrical items are turned off when exiting the building.
* Ensure property is locked up securely and keys are returned to hire contact person as specified or as per agreed arrangement.
* Report any incidents including breakages, damages, injuries or equipment not working as specified immediately to a CWA Officer.
* All attendees to be aware of emergency exits and evacuation procedure in event of an emergency. A staff member from the CWA will provide information and orientation in these procedures.