



MADEC in partnership with MRCC

OLD MILDURA HOMESTEAD

CONDITIONS OF HIRE



Booking is secured **only** when full payment of Hire is made and contract filled in

1. Check venue for suitability. The Woolshed is strictly limited to **120** and Cottage is strictly limited to **40** people only
2. A Liquor License will be required when selling alcohol.
3. No noise permitted after 12.00 midnight. Site must be vacated and building locked by 1.00am and alarm turned on or a call out will be charged.
4. Smoking, naked flames, candles; fires (including hurricane lamps) are **not permitted** in any buildings.
5. The Woolshed and Cottage has approximately 30 chairs and 2 trestles available for inside use only.
6. Confetti is **strictly banned** from the site but rose petals can be used on the lawn areas.
7. Hires for over 200 people may require portable toilets.
8. Hiring costs as follows **includes** Public Liability Insurance. Plus a \$500.00 Bond to be paid **in cash form only** when picking up the keys on the day of hire at MADEC Community College 133- 137 Madden Avenue Mildura.
 - **Woolshed Daily** Rate Sunday to Friday, 11.00am on the day of hire until 10.30am next day @ **\$221.00** per day. .
 - **Woolshed Weekend** Rate Friday 11.00am to Sunday 10.30am is **\$371.00**.
Kitchen contains three door fridge, gas oven, sink and large moveable workbench.
 - **Marquees/Tents** location/grassed area per day rate is **\$371.00** and includes woolshed.
 - **Cottage Day** rate 11.00am on day of hire to 10.30am next day is **\$196.00**.
Cottage contains sink, small workbench & small fridge. No cooking or heating of food allowed inside the Cottage.
 - **Rose Garden** first two hours is **\$62.00** inclusive followed by \$25.00 per hour.
9. Vehicles only permitted on OMHS grounds for unloading and loading of equipment.
10. All cars to be parked in the designated car park at entrance.
11. Hirer is responsible for items left in buildings & surrounds during hire. MADEC and Council accept no responsibility for these items.
12. All electrical equipment and power leads need to be tagged and in date and no power leads to be placed on the ground unless covered over or placed on power poles outside the buildings
13. Contents of woolshed and cottage are not to be removed at any time.
14. Hirer has full responsibility for leaving the building and contents as found at the start of the hire and for the cleaning and alarming of the building.
15. All Recyclable items to be taken home for kerb side collection or recycling centre.
16. Buildings must be vacated by 10.30am on morning after hire and the Keys to be returned to MADEC Community College 133 – 137 Madden Avenue Mildura.
 - A \$32.00 per hour late fee will apply if buildings are not vacated on time.
 - A \$54.00 fee will be charged if alarm was not set correctly or late to close, per call out.
 - A \$69.00 fee minimum for extra cleaning and \$32.00 per hour for any extra time.

Office Location: MADEC Community College 133-137 Madden Avenue Mildura Victoria 3500

Mail address: PO Box 5055 Mildura Victoria 3502

ACN: 086 804 015 ABN: 48 086 804 015

t: (03) 5023 7233 f: (03) 5021 2738 e: mildurahomestead@madec.edu.au w: www.madec.edu.au



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CONTRACT AGREEMENT FOR HIRING

PLEASE TICK THE FACILITY REQUIRED:

Woolshed Grounds Cottage Rose Garden

ORGANISATION/HIRER.....

Address.....Town.....P/C.....

Telephone No's.

H..... W..... M.....

Hire Date/...../.....Time of hire.....to.....

Type of Function.....Approx number of people at the Function

Special Requirements.....

Conditions of hire read and understood. Yes

Woolshed Hire Fee \$..... MADEC Staff will fill out Charges

Cottage Hire Fee \$.....

Grounds Hire Fee \$.....

Rose Garden Hire Fee \$.....

Public Liability Insurance Fee \$..... **Public Liability form completed. Yes**

**** All Public and Special Events must have their own Public Liability*

Total amount for hire \$..... **Receipt No**.....

Bond to be paid \$..... ***Bonds to be paid when picking up key in cash form only***

Hire Name Hirer SignatureDate

Staff Name Staff Signature.....Date

Please note:

In the case of a cancellation, four weeks notice is required for a full refund.

Applicants are advised that all information must be provided on this form to enable MADEC to process your request in a timely manner.

Incomplete forms may cause delays with the processing of your application.

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PUBLIC LIABILITY INSURANCE INDEMNIFYING MADEC and COUNCIL

In entering into this hiring agreement, MADEC and Council are faced with many risks over which it has no control. It is therefore mandatory for you to take out, and maintain current for the period of the hire of the facility, public liability insurance to the value of \$10 million minimum

A copy of your public liability insurance "certificate of currency" must be provided with this application detailing:-

- ✓ Insurance Company ✓ Amount of Cover
- ✓ Policy Number ✓ Policy Expiry Date

Please discuss the above insurance arrangements with your insurance company or broker if you are unsure of the requirements of Council.

Alternatively, Council has a special public Liability scheme that you can access, which provides public liability cover to a limit of \$10,000,000. This cover is not suitable for Professional and Business Organisations

The policy only covers your liability for the period of the hire (up to 3 consecutive days maximum) but excludes activities such as

- × Festivals × Amusement Rides × Skateboard Ramps × Sports Coaching
- × Fire-work Displays × Water Slides × Rock Concerts × Clinics
- × Horse Rides × Circus

The policy is only applicable to some Council facilities and the cost associated with linking your activity to this policy is \$27.50 per hire inclusive of GST.

Please nominate which public liability insurance cover you wish to provide by ticking the appropriate box below: -

Provide details of own insurance policy Take out cover under Council's policy

The Licensee/Hirer agrees to indemnify and to keep indemnified and to hold harmless MADEC and Council, its servants and agents and each of them from and against all actions, cost, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against it by any of them arising out of or in any way related to the granting of this license and/or reserve and/or hire of this facility.

DECLARATION

I, the undersigned, acknowledge and agree to the above conditions of use.

Signature.....

Name.....

Address.....

Telephone No. H..... W..... M.....

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BOND AGREEMENT BETWEEN THE HIRER AND MADEC

Bond for Hire \$500.00 Cash only Paid to \$.....

- ◆ **MADEC reserve the right to inspect the site to ensure that the bond agreement conditions are met and may Cancel the Hire or request items removed or modified to meet bond agreement.**
- ◆ Smoking, naked flames, candles, fires (including hurricane lamps) are not permitted inside the buildings
- ◆ Hirer is liable for any damage to the venue for the time of the hire
- ◆ Buildings are strictly limited to 120 persons for the woolshed and 40 persons for the cottage.
- ◆ No noise after 12.00 midnight and to be vacated and locked by 1.00am if not a call out will be charged.
- ◆ Responsibility lies with the hirer for locking of buildings and activating alarm when vacating the building.
- ◆ Hirer is responsible for cleaning of the building eg. Floors, kitchen, fridge and oven to be left clean.
- ◆ Non-recyclable items to be placed in the bins on site.
- ◆ Recyclable items to be taken home for kerb side collection or to recycling centre.
- ◆ Building to be cleaned and vacated by 10.30am day after hire and the keys to be returned to MADEC.
- ◆ All electrical equipment and power leads need to be tagged and in date and power leads must be covered over if placed on the ground, or placed on power poles outside the buildings.
- ◆ All charges will be deducted from your bond if the agreement has not been met.
- ◆ A \$32.00 per hour late fee will apply if buildings are not vacated on time.
- ◆ A \$54.00 fee will be charged if the alarm was not set correctly or late to close, **per** call out.
- ◆ A \$69.00 fee Minimum two hour for extra cleaning then \$32.00 per hour.

Key taken number

Hirer agrees to the conditions of the hiring agreement

Hirer Name..... Signature..... Date.....

MADEC Staff Signature.....Date.....

Please Print Name of authorised person to collect bond on behalf of hirer.....

Hirers Signature when returning keys..... Date:..... Key No.....

Full Bond may be returned after hire depending on the Condition Report.

Condition Report on complex after hire

Site clean Requires cleaning Reason

Staff to ring Security for Alarm status Staff signature

Full bond returned Part bond returned Reason..... Forfeit amount of bond \$.....

Hirer Name..... Signature.....Date

MADEC Staff Signature.....Date.....

Survey handed to user:

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Special conditions to note when having a 16th, 18th or 21st function

Contracts: All contracts must be filled in by a person over the legal age of 18. Children under this age must seek a parent or guardian to fill the contract in on their behalf and are legally responsible for anything that happens during the celebrations.

Registering a party with the Police using the PARTY SAFE Program

Party safe allows you to register your party with the police, and if they are called to your event, they have all the information they need to know this helps to minimise the risk of something going wrong at your party, such as intoxicated guests or gatecrashers ruining your fun.

You can complete the registration form online <http://www.police.vic.gov.au> or from your local police station.

Alcohol, how will this be monitored? When making a booking please consider how the alcohol will be monitored. We recommend if alcohol will be present to make it available from one area only and have a responsible adult who is not drinking alcohol, serving.

Security: A security firm is required to supervise guests and help keep trouble at a minimum. We request a letter by the company to acknowledge this has been organised. To help discouraging gatecrashers we recommend making it clear that entrance to the party is by invitation only

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