

Name of Hirer: Date of Hire:

Australian Rural Education Centre - Facilities/Equipment rental rates & booking form

Please tick ✓	Facilities/Equipment	Hire rate: per day , per item (Inc. GST)	Number of items requested	Number of Days required	Total Hire Fee
	Main Pavilion (incl. kitchen etc.)	\$550.00	N/A		
	Pavilion Setup Days	\$220.00	N/A		
	Pavilion Cleaning	\$110.00	N/A		
	Lecture Room	\$132.00	N/A		
	Commercial Kitchen	\$220.00	N/A		
	Private Meeting Room – rear office	\$132.00	N/A		
	Outdoor exhibition areas	\$550.00 per .5 ha			
	Table (2.4m x .77m x .75m high)	\$8.25			
	Folding Chair (300 total)	\$0.85			
	Lectern	\$10.00			
	Cat walk/stage – per piece – 2.4m x 1.2m	\$10.00			
	Projection screen	\$27.50			
	Large Whiteboard	\$27.50			
	PA system	\$55.00			
	Cutlery Crockery etc.				
	Knife (370 total)	\$0.30			
	Fork (370 total)	\$0.30			
	Spoon (380 total)	\$0.30			
	Teaspoon (340 total)	\$0.30			
	Dinner Plate (370 total)	\$0.35			
	Side Plate (420 total)	\$0.35			
	Bowl (380 total)	\$0.35			
	Cup & Saucer – per set (360 sets)	\$0.55			
	Salt & Pepper Shakers – per set (25 sets)	\$0.55			
	Rectangular platters (22 total)	\$1.00			
	Square Serving Bowl (29 total)	\$1.00			
	Stainless Steel Platters (7 total)	\$1.00			
	Hot water URN	\$11.00			
Total Hire Fee (Incl. GST) \$					

**Only valid when booking form overleaf has been completed and hire accepted by AREC in writing.
Full Terms & Conditions on reverse.**



Australian Rural Education Centre

Cassilis Road (PO Box 12), Mudgee NSW 2850

P: 02 6372 3899 F: 02 6372 3380 E: info@arec.com.au

Australian Rural Education Centre (AREC) facilities & equipment rental agreement

Name of Hirer: **Date(s) of Hire:**

Company (if applicable):

Address: **City/Town:**.....

Postcode: **Phone:** **Mobile:**

Fax: **Email:**

Terms and conditions of hire – facilities hire:

1. **Confirmation of Bookings:** bookings will be confirmed upon receipt of this completed form, together with a credit card imprint or a cheque for a deposit equal to 20% of the total hire fee. If the booking form and deposit or cheque are not received, the management of AREC reserves the right to cancel the booking and allocate event space and or equipment to another client. The hirer will pay AREC a service charge of \$38 if the hirer's bank returns a cheque for any reason.

2. **Premises:** the hirer agrees to rent the premises in the existing condition and will maintain the premises in good order and condition. The hirer will pay for any and all repairs for damage caused to the premises during the hirer's term. The hirer will be responsible for leaving the premises clean and tidy and is subject to a pre-event and post-event inspection by AREC management. Animals are not permitted in the building or on the AREC site during the rental period. Due to the proximity of the local airport, balloons of any sort are prohibited.

3. **Term:** the term of the agreement covers the dates set out above. If the rental period exceeds the agreed time, the cost of this additional time will be paid by the hirer.

4. **Cancellation:** Cancellations must be made to AREC in writing. In the event a confirmed booking is cancelled, the following charges will apply: Greater than 30 days notice: 75% of deposit refunded, Less than 30 days notice, but greater than 14 days notice: 50% of deposit refunded, Less than 14 days notice: No Refund.

5. **Corporate Hire - Insurance:** for corporate hires, the hirer will provide AREC with a copy of the Certificate of Currency for their Public Liability Insurance. The Hirer shall indemnify and hold harmless AREC for any liability arising before termination of this Agreement, for personal injuries or property damage caused by the negligent, wilful, or intentional conduct of the Hirer or their guests, invitees or employees. The Hirer's property and vehicles are not insured by AREC against loss or damage due to fire, theft, vandalism, rain, water, criminal or negligent acts of others, or any other cause, the Hirer acknowledges that AREC does not carry said insurance.

6. **Personal Hire – Bond:** For personal hires a bond of \$500.00 is payable to be held against any damage caused by the hirer.

7. **Emergency Plan:** the Premises Emergency Plan will be given to the hirer at the beginning of the rental term. It is the responsibility of the hirer to ensure all organising staff or personnel are briefed about this Emergency Plan.

Terms and conditions of hire – equipment hire:

1. **Return of equipment:** All equipment is to be returned within 2 days of the hire period, should this date fall on a weekend or public holiday, then the equipment shall be returned on the next available working day.

2. **Bond:** All equipment is to be returned in the same condition as it was supplied, a bond of \$110.00 including GST applies to all equipment hires.

I will be paying by cheque, please find attached. I will be paying by credit card, details below:

Name on card:..... Card Type: Visa Mastercard

Card Number:

Expiry: / CVV security number:

Bond \$:..... Deposit \$:..... Hire Fee \$:..... Total \$:.....

I have read the above terms and conditions and agree to be bound by them for the duration of the hire:

Signature: **Date:**.....