



Facilities Hire Terms & Conditions

Hambledon House Community Centre provides a range of community-use facilities which are hired out at modest fees which help fund the ongoing operational costs of the facility.

It is essential that hirers sign the Hambledon House Booking Form that they have read, understand and will abide by all terms and conditions. Rooms for hire are unavailable for private events, parties or receptions. No alcohol, drugs or smoking on the premises.

Please note security cameras are on site

- Equipment must be requested at the time of booking.
- Bookings are only considered confirmed once full payment is made by the due date.
- Payments must be made in person by cash or via invoice. **(free for community groups and charities)**
- Keys for after-hours use of meeting rooms **must be collected on the day of your meeting before 1.30 pm**. Without after-hours keys you will not be able to access the meeting room.
- The hirer is responsible for ensuring all exits are secured and lights and equipment are turned off (this does not include the automatic lights on the outside of the building). Failure to secure the building will result in security call out charges on-charged to hirer.
- Keys must be returned immediately at the conclusion of the meeting. The keys to be returned, after hours in the return box at the centre or within office hours to the centre reception.
- Set up and pack up time must be included in the booking time.
- Rooms must be left clean and tidy. If the centre manager finds it necessary to require a special clean after use, the hirer will be charged for full cleaning costs. (\$250)
- Hirers must hold valid public liability insurance cover and produce a current insurance certificate.

All hirers are responsible for ensuring compliance with Workplace Health and Safety policy.

Mission Australia may cancel bookings by written notice to the Hirer any time before the hire date if:

- Mission Australia becomes aware that any event, goods or service proposed to be held or provided by the Hirer is objectionable, dangerous, infringes any copyright or other intellectual property rights, is prohibited by law, or would be detrimental to Mission Australia.
- Repairs, alterations or additions to the Venue are underway or impending.
- Mission Australia will not be liable for any loss or damage, or loss of profit suffered as a consequence of exercising its right to cancel the Booking under this clause.

Facilities and Equipment Item	Cost <i>(free for community groups and charities)</i>
Function Room 1	\$20 per hour \$60 half day (3-4 hours) \$100 full day (4 hours+)
Function Room 2	\$20 per hour \$60 half day (3-4 hours) \$100 full day (4 hours+)
Both Function Room 1 & 2 (adjoining = one large room)	\$40 per hour \$120 half day (3-4 hours) \$200 full day (4 hours+)
Exclusive use of the centre (weekends only)	\$200 full day
<i>*All costs are inclusive of GST</i> <i>*A cleaning fee of \$200 will be charged if the kitchen is not left in a clean condition.</i> <i>*A fee of \$250 will be charged if the key is lost</i>	

HAMBLEDON HOUSE COMMUNITY CENTRE BOOKING FORM		
(Please complete, return to Hambledonhouse@missionaustralia.com.au)		
Organisation:		
Contact Name:	Phone:	
Emergency contact person for day of booking:	Name:	
	Phone:	
Postal Address:		
Email:	Website:	
Event Name:		
Anticipated Attendance Number:		
Will this event attract media attention?	Yes ☐	No ☐

Has a valid Certificate of Incorporation been produced (if applicable?) Has a valid public liability insurance cover and a current insurance certificate been produced?		Yes ☐ No ☐ Yes ☐ No ☐ Expiry date:	
Dates requested			
Day:		Start and End Dates:	
		Start time:	Finish time:
Multiple Booking ☐		Single Booking ☐	
Function Room 1 ☐	Function Room 2 ☐	Both Function Room 1 & 2 (adjoining, can be 1 large room) ☐	
Kitchen ☐			
Equipment Required			
Whiteboard ☐	Power board ☐	Extension Lead ☐	HDMI Cable ☐
Tables ☐	Number	Chairs ☐	Number ☐
Would you like Hambledon House to promote your event through our monthly newsletter?	Yes ☐		No ☐
Are you a non for profit organization?	Yes ☐		No ☐
Are you a community group?	Yes ☐		No ☐

I have read the facilities hire information package and agree to all terms and conditions. I hereby understand that any charges incurred by Mission Australia as a result of failure to adhere to the terms and conditions will be liable to me.

Signature: _____ Date: _____

Office Use Only:

Category:

- ☐ Community Group
☐ Non For Profit

Hours Booked:

Half day: _____

Full day: _____

Total Amount: \$ _____

Approved:

- ☐ Yes
☐ No

Reason for Decline:

Manager's Name: _____

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Signature: _____

Date: _____