



Community Hall

67 Mahoneys Road **Forest Hill**

Hub for Organizing Community Activities



NOW OPEN

Please Contact 03 9888 7199



FOR HIRING

or info@sameway.com.au

250 Seat Capacity

- Spacious stage, professional audio and lighting systems, back stage makeup rooms
- Multi-purpose hall catered for cultural presentations, interest classes, exhibitions and event banquets for community organisations
- Close to Forest Hill Chase Shopping Centre, ample free parking
- Reasonable hiring rates, discounts available to Sameway patrons and non-profit making organisations



CONDITIONS OF HIRE

AREA BOOKED

The Hirer is only entitled to use the area of the Facility stipulated and paid for. R@S Centre reserves the right to book any other portion of the facility for any other purpose at the same time.

BOOKING TIME

When an application to hire is made the booking time requested must allow for and include setting up time as well as time at the conclusion of the function for cleaning of the Facility. The Hirer shall vacate the premises punctually at the time specified. Failure to comply will result in additional charges and the cancellation of any future bookings.

HIRE FEES

20% of the hire fees must be paid as deposit on the time of the booking. The balance has to be paid 30 calendars days before the event.

BOND

The payment of \$150 bond must be made for any booking and in advance of the booking. It will be refunded if the Facility is left in good condition within 28 working days of the conclusion of the booking. Cleaning and repair charges will be deducted from any bond if required.

CANCELLATION OF BOOKINGS

- ◆ If the Hirer cancel 30-45 calendar days prior to the confirmed booking, a \$25 cancellation fee applies (or the full amount of the booking fee whichever is less).
- ◆ If the Hirer cancel 16-29 calendar days prior to the confirmed booking, a \$50 cancellation fee applies (or the full amount of the booking fee whichever is less).
- ◆ There will be no refund for bookings cancelled within 15 calendars days of the event.
- ◆ Bookings cannot be cancelled within 15 calendars days of the event.

ALL CANCELLATIONS MUST BE CONFIRMED IN WRITING TO R@S CENTRE

CLEANING

The premises and facilities must be left in a clean and tidy condition by the hirer prior to

vacating the premises. All rubbish and recycling MUST be disposed of and taken away.

- ◆ All furniture including the tables and chairs must be restored in the same position as they were.
- ◆ All decorative material must be removed by the end of the booking.
- ◆ Any item left in the R@S Centre is at your own risk.
- ◆ Failure to comply with any of these conditions could lead an additional cost. This will be deducted from the security bond.
- ◆ Set up of the Venue is the responsibility of the Hirer unless a set up fee has been prepaid.

AUDIO AND LIGHT SYSTEM

An in-house audio and light system is available for use. It can be hired with the additional cost of a technician.

DAMAGES

The Hirer will be liable for replacement or repair of any items or areas damaged by their group or their guests. It is the responsibility of the Hirer to inform the R@S Centre of any damages which occurred during the course of the event, further penalties may apply if undisclosed.

SMOKING

R@S Centre is a non-smoking venue. Smoking is not permitted inside the buildings at any time.

OBSTRUCTIONS

The Hirer must ensure that all Emergency Exits, Access Ramps and Stairways remain clear at all times.

PUBLIC LIABILITY INSURANCE

The Hirer is legally liable for injury or property damage arising from the Hirer's usage of the property. Any injury or property damage caused by or arising from the Hirer's usage or occupation of the property is the responsibility of the Hirer. The Hirer shall as a condition of this agreement provide to R@S Centre evidence, in writing, of a current public liability insurance policy, with a limit of indemnity of not less than \$10 million (\$10,000,000).

NO SUBLETTING

The Hirer must not sublet or assign its Booking to any person or entity without the prior written consent of R@S Centre and on such terms and conditions as R@S may specify.

For queries, contact R@S Centre

67 Mahoneys Road, Forest Hill 3131

03-98887199

info@sameway.com.au



REJOICE@Sameway

VENUE HIRE RATES

Hirers must complete the booking form and abide by the terms and conditions of the R@S.

Bookings on 6 or more different days per year attract a 20% discount for a regular user.

Bookings for payment in advance with the deposit attract a 10% discount.

Special package will be offered to all SAMEWAY customers and non profit organization.

All prices in Australian dollars and include GST.

Seating capacity:

- Theatre style: 220 people

Hire Charges	Booking Fee	Per Hour
Monday to Friday (day)	\$200	\$75
Monday to Thursday (evening)	\$300	\$75
Friday (evening) and Weekends	\$400	\$150
Public holidays	\$500	\$150
Set Up	\$50	
Cleaning charge	\$100	
Data Projector / Laptop / Screen	\$100	
Professional audio / lighting (technician)		\$75

Day: 9.00am – 6.00pm

Evening: 6.00pm – 11.00pm

BOND: A \$150 bond will be charged at the commencement of hiring.

For queries, contact R@S Centre

67 Mahoneys Road, Forest Hill 3131

Tel: 03-98887199

Email: info@sameway.com.au



REJOICE@Sameway

Add: 67 Mahoneys Road, Forest Hill 3131 AUSTRALIA
Tel: 03-98887199 Fax: 03-98887299 Email: info@sameway.com.au

APPLICATION FOR HIRE

All sections of this form **MUST** be completed.

HIRER DETAILS

Name of Org/ Club/ Group/ Individual.....

..... ABN

Postal Address.....

Contact Person Position/Title.....

Tel..... Mobile Email

Organisation Type: ☐ Non profit Organization / Community ☐ Business Company

Public Liability Insurance Details: Policy Number: Expiry Date:

Please provide a copy of your Certificate of Currency

BOOKING DETAILS

Description of Activity

Date required Expected number of participants

Time access required from Time function commences.....

Time function ends at..... Time Venue vacated

Total hours of booking

Please include set up and pack up / tidy up time in your booking.

Equipment Required (Availability will be confirmed two weeks prior to bookings).

☐ PA (1 microphone)

☐ DVD Player

☐ Whiteboard

☐ Professional audio / lighting (with cost)

☐ Data projector / Laptop / Screen (with cost)

☐ No. of chairs required _____

☐ No. of tables required _____

Any other additional requirement

HIRERS AGREEMENT

I/we have read and agree to comply to, in all respect, with the Conditions of Hire and I am personally responsible for any breaches. Where the Hirer is a company or incorporated association, I am authorized to complete the application form on the Hirers behalf.

Name

Group (if applicable)

Position Mobile Email

Signed Date

For queries, contact R@S Centre

67 Mahoneys Road, Forest Hill 3131

Tel: 03-98887199

Email: info@sameway.com.au

OFFICE USE

☐ Date available

☐ Equipment available

☐ Invoice Issued / Invoice Number / Dated

Remarks:

.....

.....