

## NICOLE SYLVESTER CONSULTING LEARNING CENTRE USER HIRE APPLICATION FORM

### Purpose

This form is used for the hire of the Nicole Sylvester Learning Centre at Shop 8, 56 Burnett Street, Buderim.

- **Please** make sure all fields are filled out correctly and all necessary documentation is attached.
- **Once** completed, submit this form by email or fax to Nicole Sylvester Consulting. 50% of the hire fee will confirm your booking.
- **The** remaining amount is due 7 days prior to your booking.

**All sections must be fully completed.**

### Privacy Statement

Personal details requested on this form are being collected and will only be used for the purpose of processing your application, updating contact information and record keeping. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, Nicole Sylvester Consulting may not be able to process your application. Access to the information is restricted to Nicole Sylvester Consulting staff members and other authorised people.

### Terms and Conditions of Hire

The terms and conditions of hire/use are attached to this form. By completing and submitting this form, your organisation agrees to the Terms and Conditions of Hire.

## 1. APPLICANT DETAILS

Title:	First Name:	Last Name:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address:	Postcode:
<input type="text"/>	<input type="text"/>

Phone Number:	Fax:
<input type="text"/>	<input type="text"/>

Email Address:
<input type="text"/>

**2. BOOKING DETAILS**

Day of the Week:	Date From:	Date To:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Time From:	Time to:	How Many People Attending?
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please provide a brief description of your group’s planned activities:

<input type="text"/>
<input type="text"/>
<input type="text"/>
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**3. INSURANCE**

<b>Do you have public liability insurance to the value of \$5 million?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes →
<input type="text"/>		

*Note: Proof of Public Liability Insurance to the value of at least \$5 million must be provided for use of the Nicole Sylvester Learning Centre. Please attach a current copy of your certificate of insurance to your application.*

**4. APPLICATION CHECKLIST**

Please ensure all sections of the application have been completed and all relevant documents attached.  
(Incomplete application may not be considered).

- Terms and Conditions of Use of Nicole Sylvester Consulting Learning Centre have been carefully read and signed
- All sections of the Application have been completed and the Declaration signed.

## 5. DECLARATION

I/we, the undersigned, hereby make application for the hire of the Nicole Sylvester Consulting Learning Centre on the date(s) mentioned and for the purposes indicated. I/We undertake to accept and abide by the conditions of hire as specified on the attached documentation, **which I/we have read and understood**. I/We agree to advise Nicole Sylvester Consulting of any special arrangements at least two (2) weeks prior to the date of the event.

Signature of Applicant:

Date:

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## 6. LODGEMENT

You can lodge your completed application by:

Email: [lc@nicolesylvesterconsulting.com.au](mailto:lc@nicolesylvesterconsulting.com.au)

Post: Nicole Sylvester Consulting

PO Box 1177

BUDERIM QLD 4556

## 7. DEPOSIT

A deposit of 50% of the total hire fee is to be paid to confirm your booking. If less than 7 days notice of cancellation is provided an administration fee of \$50 applies. For further details regarding cancellation fees see Clause 4.5 of the Terms and Conditions.

## 8. PAYMENT METHODS

Payments can be made by the following methods:

**By direct bank deposit:**

Account name: Nicole Sylvester Consulting

BSB: 014 512

Account number: 901172504

Please contact Nicole Sylvester on 0413 160 260 or 1300 772 008 if you require assistance.

**By post:**

Please make cheques out to Nicole Sylvester Consulting and post to:

Nicole Sylvester Consulting

PO Box 1177 Buderim, QLD, 4556

**By Phone:**

Mastercard, Visa, AMEX are available payments.

**By Email:**

Please email your credit card details to: [nicole@nicolesylvesterconsulting.com.au](mailto:nicole@nicolesylvesterconsulting.com.au)

**NICOLE SYLVESTER CONSULTING LEARNING CENTRE  
USER HIRE APPLICATION FORM  
TERMS AND CONDITIONS OF HIRE**

**1. Introduction**

The Nicole Sylvester Consulting Learning Centre is located at Shop 8, 56 Burnett Street, Buderim, QLD. The Learning Centre has a meeting room available for hire for business meetings, conferences and training workshops. Functions such as parties and dinners are not permitted in the Learning Centre. Any activities should not create excessive noise, so as to disturb the surrounding businesses and residents.

These terms and conditions are to be used in combination with the User Hire Application Form for the Nicole Sylvester Consulting Learning Centre.

**2. Meeting Room Description and Availability**

The Learning Centre seats up to 12 people and consists of 6 tables and 12 chairs (which can be configured as required by the User/Hirer). A Dell data projector, white board and basic kitchen facilities are included in the Learning Centre and is available for use by the User/Hirer.

The Learning Centre may be viewed prior to making a booking. Appointments to view can be made by contacting Nicole Sylvester on telephone: 0413 160 260 or email [nicole@nicolesylvesterconsulting.com.au](mailto:nicole@nicolesylvesterconsulting.com.au).

The Learning Centre is available for hire as follows:

Monday – Friday	7.00am – 8.00pm
Saturday, Sunday and Public Holidays	By prior arrangement

A representative of Nicole Sylvester Consulting will meet the Hirer at the Learning Centre 15 minutes prior to the booking time to open the premises and within 15 minutes of the ending time to close the premises.

**3. Booking Confirmation**

No booking will be confirmed until a completed application form has been returned to and assessed by Nicole Sylvester Consulting and the appropriate hire fee and bond have been paid.

Upon receiving an application, we will assess all applications and respond to the Hirer within 5 (five) working days from the receipt of the completed application form.

#### 4. 4.1 Fees, Charges and Deposit

The Hirer pays the correct sum for each booking, as set out in the schedule of fees and charges below. Fees are charged by the hour, with a minimum of 2 hours payable. Half day and daily rates are available.

Fees for weekends, public holidays and outside the Learning Centre's hours of operation, are charged at a higher rate.

A deposit of 50% of the hire fee is to be paid at the time of booking.

The balance of all unpaid Hire fees and bonds (where applicable) are to be paid no less than 7 days prior to the date of booking. If a booking is made within 7 days of the hire date, then all fees are to be paid at the time of booking. An invoice will be forwarded within 7 days of the date of booking. If Hire fees and bonds (where applicable) are not paid, the booking may be cancelled and the Learning Centre re-booked to another Hirer.

#### SCHEDULE OF HIRE FEES 2011 – 2012

MONDAY - FRIDAY	CHARGE	GST	TOTAL
Hourly rate (minimum 2 hours)	\$25.00	\$2.50	\$27.00
Half day rate (5 hours)	\$80.00	\$8.00	\$88.00
Daily rate (10 hours)	\$150.00	\$15.00	\$165.00

WEEKENDS AND PUBLIC HOLIDAYS	CHARGE	GST	TOTAL
Hourly rate (minimum 2 hours)	\$35.00	\$3.50	\$38.50
Half day rate (5 hours)	\$110.00	\$11.00	\$121.00
Daily rate (10 hours)	\$210.00	\$21.00	\$231.00
Security and cleaning bond (refundable)	\$100.00	\$10.00	\$110.00
Key bond (refundable)	\$100.00	\$10.00	\$110.00
Security callout charge	\$200.00	\$20.00	\$220.00

#### 4.2 Security and Cleaning Bond

A security and cleaning bond is payable for bookings on weekends and public holidays. This bond is refundable. The Hirer will be responsible for and shall make good any loss or damage to the building, furniture, fittings or property during the period of use, including any extra cleaning required and any payment for security breaches.

#### 4.3 Key Bond

A key bond is payable for bookings on weekends and public holidays. This bond is refundable upon return of the key to Nicole Sylvester Consulting.

#### **4.4 Insurance**

All Hirers must have public liability insurance to the minimum value of \$5 million. Hirers must provide Nicole Sylvester Consulting with copies of their current insurance policy.

#### **4.5 Cancellation Fees**

The following cancellation fees are applicable:

Less than 7 days notice	\$50 administration fee
24 hours notice prior to the date of hire:	20% of the total Hire fee
Less than 24 hours notice prior to the date of hire:	50% of the total Hire fee

### **5. General responsibilities of the Hirer**

The nominated contact person must be responsible for hiring and for the conduct of people and activities in the room and for the maintenance of good order generally.

The Hirer shall not damage walls or any other surface in any way. No article shall be attached to any wall or door of the Learning Centre.

No person shall bring into the Learning Centre or use therein helium balloons, confetti, chewing gum, fireworks, a naked flame of any sort or any other articles deemed by Nicole Sylvester Consulting to be prohibited.

The Hirer must ensure that the number of people attending does not exceed the capacity of the Learning Centre as this could result in a loss of bond or refusal of future bookings. Staff or authorised persons may conduct spot inspections of attendance levels to ensure compliance.

Access is permitted only to the room and kitchen area of the Learning Centre.

No Hirer shall bring into any room, or use in any room, articles deemed by Nicole Sylvester Consulting to be unsuitable.

No appliance, fitting or fixture shall be interfered with in any way.

The Hirer will be responsible for and shall make good any loss or damage to the building, furniture, fittings or property during the period of use, including any extra cleaning required and any payment for security breaches.

Hirers are responsible for the safety of any person attending their meeting etc. Nicole Sylvester Consulting and/or its representatives will not be held responsible for any losses or injuries suffered or any damage to any property belonging to the Hirer or any person attending the meeting etc held by the Hirer. The Hirer indemnifies Nicole Sylvester Consulting and/or its representatives for any loss or injury suffered or any damage to any property belonging to the Hirer or any person attending the meeting etc held by the Hirer.

## **6. Use of Facilities**

### **6.1 Setting up the Room**

The Hirer will be required to set up the room hired. Nicole Sylvester Consulting will provide sufficient chairs and tables. A whiteboard is available and must be cleaned following use. A Dell data projector is available and must be used in a proper manner so as not to cause any damage. The Hirer will be responsible and make good any damage to the Dell data projector.

When setting up the room, the Hirer and/or it's users must ensure that:

- a maximum of 12 chairs and 6 tables are used
- exits are kept free – exit doors must not be obstructed in case of fire or other emergency

### **6.2 Cleaning and Restoring the Room**

Hirers are required to clean the Learning Centre premises including the tables and chairs, kitchen area (all mugs, cups, glasses, plates and cutlery are to be washed and dried and returned to the shelves provided). All rubbish to be removed and placed in the bin/s provided. The Hirer will be required to supply their own garbage bags if their rubbish exceeds the bin capacity. Excess rubbish is to be placed in plastic garbage bags along side the bin/s. No loose rubbish is to be left behind. The Learning Centre must be left in a clean and tidy condition.

The tables and chairs must be cleaned and replaced into their original configuration. Tables and chairs or any other items are not to be dragged across the floor.

Cleaning equipment is provided in the kitchen of the Learning Centre. A broom and dustpan are supplied in the kitchen area and any excess dirt or mess left on the floor by the Hirer or it's users must be swept up and placed in the bins provided.

### **6.3 Use of Kitchen**

Access to the kitchen is available with hire of the Learning Centre. Use of the kitchen is to be confined to the preparation and service of tea, coffee and light refreshments. Food preparation involving cooking is not permitted by Hirers.

The kitchen has a limited stock of crockery and cutlery which is available for use by Hirers. The kitchen and all associated items used are to be cleaned by the Hirer after use, and restored to their former condition. Tea, coffee, milk etc, must be provided by the Hirer

### **6.4 Advertising**

The Hirer must not erect any advertising or signs outside or on the door or windows of the Learning Centre. The Hirer is not permitted to use the chalk board and easel.

## **6.5 Parking**

Parking including street parking is available at the Nicole Sylvester Consulting Learning Centre. All persons using the Learning Centre must observe parking rules and regulations. Any vehicles found to have parked illegally during the event, including vehicles obstructing driveways or parked on the footpath may receive infringement notices.

Nicole Sylvester Consulting requests that when leaving the centre, especially at night, that noise be minimised in consideration of businesses and residents residing in close proximity to the Centre.

## **7. Safety Management**

### **7.1 Children**

Children on the premises are to be supervised at all times by a responsible adult (21 years or older). Hirers must ensure that children are not placed at risk upon entering or leaving the Learning Centre or grounds.

It is the responsibility of the Hirer to comply with the provisions of the *Commission for Children and Young People Act 1998* and *Child Protection (Prohibited Employment) Act 1998*.

### **7.2 Animals**

Animals are not permitted by the Hirer or Users of the Learning Centre with the exception of assistance animals as defined by the *Disability Discrimination Act 1992* or where written consent is given by the Nicole Sylvester Consulting Learning Centre.

### **7.3 Fire Safety**

All fire exits must be kept clear and unobstructed at all times.

Any persons using the premises must not:

- expose flame; or
- carry or have in his or her possession, an explosive, flammable liquid or gas.

The Hirer is not permitted to take into the premises or use within the premises any type of fireworks, barbecues, other articles deemed to be objectionable, and the placing or throwing of flammable or other items is expressly prohibited.

The Hirer should make themselves aware of the fire exits and positioning of fire extinguishers. They are provided in the Learning Centre as a requirement by law for safety measures. Fire extinguishers should only be used in case of an emergency. Misuse of this equipment will result in the loss of bond and the discontinued use of the Nicole Sylvester Consulting Learning Centre.

### **7.4 Notification of Incidents, Damage or Injury**

All incidents, damage or injury to the Nicole Sylvester Consulting Learning Centre's premises/property or other persons must be notified to Nicole Sylvester by close of business on the next working day.



Notification may be given by telephone on 0413 160 260. Notifications must be confirmed in writing within 3 days of the date of the incident.

### **7.5 Smoking and Alcohol**

Smoking and intoxicating liquor is not permitted in the Nicole Sylvester Consulting Learning Centre.

## **8 Refusal or Termination of Booking**

Nicole Sylvester Consulting reserves the right to refuse bookings at its discretion.

Failure to comply with the requirements set out in these terms and conditions will be regarded as a breach of the agreement giving Nicole Sylvester Consulting the right to sue for recovery of any amount due in respect of such breach and/or to cancel any future bookings.

Nicole Sylvester Consulting retains the right to determine the cost of any damage and/or extra cleaning necessary over and above that normally expected following a meeting/event.

Signature and Name of Hirer:

Date:

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