

# GRANITE

## FUNCTION ROOM HIRE RULES AND CONDITIONS

### Room Hire Procedure:

This room booking application form for **GRANITE**, a self-catering function room, located at 29 Banksia Street, Bicheno, Tasmania must be completed and signed by an authorised representative of your group. This form acknowledges acceptance of the 'Room Hire Rule & Conditions of Hire'.

Bookings should be made as early as possible and are subject to availability.

Bookings are not necessarily confirmed immediately. You will be advised as soon as possible.

Payment for bookings is to be made by credit card in advance of hire, after receipt of our invoice.

### Charges:

The hire of **GRANITE** function room and kitchen facilities is for a 24-hour period commencing at 8am on the day of hire.

Cost of \$500.00 (GST Inclusive), plus an \$80.00 professional cleaning fee after receipt of our invoice.

An additional payment as bond of \$200.00 (refundable subject to conditions) must also be paid by credit card prior to renting the premises.

These charges will total \$780.00.

Booking times **MUST** include set up and clean up times.

Property and personal belongings are the responsibility of the hirer and the House management cannot be held responsible for any damage or loss. We strongly advise that you do not leave property unattended.

### Cancellation:

Seven (7) days' notice of a cancellation is required. If you fail to notify us in writing within this period, you will be charged the quoted fee for the hire.

### Cleaning:

The areas you hire must be left as you originally found them. Cleaning equipment will be provided. Please wash any used equipment, remove all food scraps, empty rubbish bins and replace furniture. Floors are to be swept and benches cleaned and wiped down.

Failure to clean hired areas as requested will result in bond being withheld.

## Conduct:

It is important that all groups and individuals are aware that we all have a responsibility to each other and should behave harmoniously and in a responsible manner at all times whilst within the Seaview Holiday Park premises.

It is expected that all property will be treated with the upmost respect and courtesy.

Nothing is to be attached to the walls or any surfaces, under any circumstances.

Strictly no smoking inside buildings or drugs on the premises.

All loud noise **MUST** cease from **10pm** till **8am**.

NO noise after midnight.

## Damages:

Please report ALL damages, faulty equipment or any problems to the TasShacks reception staff as soon as possible.

The hirer will be a charged for ANY damages incurred to the facility or its equipment which amount will then be deducted from the bond. Any amount owing in excess of the bond is payable by the hirer within seven (7) days.

## Limit of Hire:

The hirer is only entitled to use the part of the facility that they have requested and agreed to by signing the Room Hire Application form.

The room will only be available during the agreed upon times as indicated on the Room Hire Application form. Any alterations to these times require prior approval.

The Hirer must not sub-let to any other group.

The facility must be vacated by 8am unless prior arrangements have been made.

## Security:

On receipt of a key you will be given written instructions and walked through the security procedures by a TasShacks staff member.

The hirer is responsible to make sure all internal and external doors and windows are locked and to secure the building upon vacating (if outside of normal operating hours).

All lights must be turned off.

Keys are to be returned to the reception Office during office hours – Monday to Friday 8.00 am – 3.00 pm and your bond will thereafter be refunded to the credit card used at the time of booking.

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Return completed form to: [book@TasShacks.com.au](mailto:book@TasShacks.com.au)

### Facility to be hired:

- |                                     |                     |
|-------------------------------------|---------------------|
| <input checked="" type="checkbox"/> | Granite (main room) |
| <input checked="" type="checkbox"/> | Kitchen             |
| <input checked="" type="checkbox"/> | Surrounding balcony |

### Function details:

Start Date:	<input type="text"/>	Start Time:	<input type="text"/>
End Date:	<input type="text"/>	End Time:	<input type="text"/>

### Agreement:

Organisation Name (if applicable):

Print Name:

Date:

***I have read and understood the above terms and conditions and agree to abide by them at all times whilst using the facilities at Seaview Holiday Park.***

### Signed:

Contact number:

Email address: