

Berry Springs Recreation Reserve Inc.

1130 Cox Peninsula Road, Berry Springs NT 0838
PO Box 282, Berry Springs NT 0838
Phone: 08 8988 6272
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CONTRACT OF HIRE

Space to Hire (refer to Casual Hire Rates document for pricing)

☐ Meeting Room ☐ Hall ☐ Kitchen ☐ Cool room

☐ Grounds:
area required

Event Details

Type of Event
eg: Meeting, Conference, Birthday, Wedding

Booking Date Booking Times
start-finish

Anticipated Number of Attendance

Hirer Details

Name

Address

Contact Number

Email

Conditions of Hire

1. Bond is payable on confirmation of booking.
2. If Hirer is an Incorporated Entity, then proof of Public Liability Insurance must be sighted before event.
3. The community room, toilets, storeroom, kitchen, furniture, car park and surrounds are to be left in the condition in which they were found. Broom, mop and toilet cleaning materials are available for use. The floor to be mopped / cleaned when vacating.
4. Any costs incurred for damage, repairs, missing goods, excess rubbish removal or additional cleaning performed on behalf of the Berry Springs Recreation Reserve Inc. following your event will be recovered from the bond.
5. Should damage exceed the bond, the remaining balance will be payable by the above-mentioned hirer.
6. Jumping Castle's/Waterslides – at the discretion of the committee, must be hired from a company that can provide certificate of currency for public liability. Grounds hire fee payable to cover power costs. Note: we have limited water tank capacity on grounds.
7. A professional Security Company must be employed by the Hirer for any commercial related parties/events where alcohol is sold.
8. A cancellation fee of \$50 will be charged if less than 48 hours notice is given.
9. Payment of Fees to be received 48 hours prior to event date.

I/We understand and agree to the above conditions of hire.

Name..... Signature..... Date

This venue and its facilities belong to the community, please treat it with respect so that we all can enjoy what it has to offer.

Office Use Only

Invoice Number

Bond Received Full Payment Received.....

Incorporated Entity - Public Liability Attached ☐

After Event Inspection Performed by

☐ Inspection Passed

Bond Return Date

☐ Inspection Failed

Details

Additional Costs Incurred Bond Remaining

Bond Return Date / Invoice Date & Number