

Mons Parade Hall Hire Agreement

This agreement is between Lord Casey Rover Crew (The Crew), as property owners, and _____ (Hirer), as renters. The intent of this agreement is to set out the requirements of using the property at 24 Mons Parade, Noble Park including access, fee schedule, and storage requirements. As part of the Scout Association of Australia – Victorian Branch, this property has additional guidelines which are outlined below.

CONDITIONS OF USE

- Any decorations must be removed between hire times
- Approved floor coverings must be in use when undertaking re-enactment activities indoors
- No permanent signage is to be installed
 - Removable sign may be displayed during hire times
- No decorations or belongings of the Crew are to be removed, altered, or damaged
- Any damages to belongings, decorations, or building will be invoiced to the hirer
- Naked flames are strictly prohibited under all circumstances.
- No smoking is permitted within the property lines as per Scouts Victoria Policy
 - All smoking must occur across the street
- The fireplace is non-operational, and its use is strictly prohibited
- Hirers are expected to clean all surfaces used and any mess produced at the end of each use
- Any access outside of agreed upon times must be cleared with the Crew
- No access to restricted areas at any time

Hirer Initial & Date	
Crew Leader Initial & Date	

FEES

- \$250 per month for hall hire for agreed upon times
- \$100 per month for storage including trailer and designated storage room
- Fees will be invoiced monthly to the provided email address

Hirer Initial & Date	
Crew Leader Initial & Date	

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ACCESS

- DAYS & TIMES
 - Thursday evenings between the hours of XX and XX
 - One (1) Saturday per month between the hours of XX and XX
 - Saturday to be determined 30 days in advance
- AREAS
 - KITCHEN
 - Inclusive of monthly hire fees
 - To be kept clean and tidy
 - Fridge available to use during hire hours
 - All contents must be removed between uses
 - OUTDOORS
 - All outdoor areas available for use
 - Any gear set up in outdoor area must be removed between uses
 - STORAGE
 - Use of Meeting Room 2
 - All gear must be stored within Meeting Room 2 between uses

Hirer Initial & Date	
Crew Leader Initial & Date	

KEYS

- Up to two (2) keys are available under the hire agreement
- Each key is subject to a key bond of \$40
- Loss of key must be notified within 48hrs
- Loss of key will incur a lock system replacement fee of \$400
- Keys are non-transferable and restricted
 - Keys cannot be duplicated
 - Keyholders to sign below
- No keys are to be stored in security boxes on the outside of hall

Hirer Initial & Date	
Crew Leader Initial & Date	

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STORAGE

- GEAR
 - Permitted to bring racking and other storage systems
 - Cannot alter any existing structures
 - No storing of dangerous goods
 - Crew will maintain key access to designated storage room
- TRAILER
 - Trailer boot a mandatory requirement
 - Trailer to be stored on gravel area only
- WEAPONS
 - No *weapons can be stored on site
 - *Weapons as defined by Victoria Police on their website:
www.police.vic.gov.au/weapons-definitions

Hirer Initial & Date	
Crew Leader Initial & Date	

INSURANCE

- You are required to take out your own contents and trailer insurance
 - Proof of insurance to be provided and kept on file
- Proof of public liability insurance to be provided annually
- The Crew and Scouts Victoria hold no responsibility for any items stored on site

Hirer Initial & Date	
Crew Leader Initial & Date	

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WASTE REMOVAL

- All waste generated must be removed by the hirers weekly
- No council waste collection available

Hirer Initial & Date	
Crew Leader Initial & Date	

TERMINATION CLAUSE

- Failure to pay due rent on time may be grounds for termination of contract
 - 15 business day grace period available upon communication with the Crew
- Breaches of any legal requirements may be grounds for termination of contract
- Breaches to the hire agreement including damages, vandalism, rubbish accumulation, may be grounds for termination of contract
- Ending of the hire agreement requires 30 days' notice of contract cessation

Hirer Initial & Date	
Crew Leader Initial & Date	

LAWN MAINTENANCE

- Grounds maintenance is contracted to a third-party supplier managed by the Crew
- Extra lawn maintenance for events is available upon request at flat fee of \$150
 - Two weeks' notice is required for extra lawn maintenance requests

Hirer Initial & Date	
Crew Leader Initial & Date	

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EXTRACURRICULAR HIRE

- Any events outside the above agreed hire times are subject to an event hire agreement
 - Event hires are billed separately at a specific event hire rate

Hirer Initial & Date	
Crew Leader Initial & Date	

LEGAL REQUIREMENTS

Must obey

- Council noise restrictions
- Government health legislation
- Drug & alcohol laws
- Weaponry laws

Hirer Initial & Date	
Crew Leader Initial & Date	

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HIRER DETAILS (BLOCK LETTERING)

Organisation	
Representative Name	
Phone	H: _____ M: _____
Email	
Invoicing Email	
Address Line 1	
Address Line 2	
ID Type Sighted	
Hirer Signature & Date	
Crew Leader Signature & Date	

KEY HOLDER 1

Full Name	
Organisation Role	
Address	
Phone	
ID Type Sighted	
Signature & Date	

KEY HOLDER 2

Full Name	
Organisation Role	
Address	
Phone	
ID Type Sighted	
Signature & Date	

INSURANCE

Public Liability Insurance	Provider: _____ Expiry Date: _____
Contents Insurance	Provider: _____ Expiry Date: _____
Trailer Insurance	Provider: _____ Expiry Date: _____

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Contract is to be reviewed and renewed annually. By signing below, the Hirer agrees to all of the above stipulated conditions and clauses.

Review Date	
Hirer Signature & Date	
Crew Leader Signature & Date	
Rover Advisor Signature & Date	

CREW CONTACTS

ROLE	NAME	CONTACT DETAILS
Crew Leader	Michael Watts	M: E:
Treasurer	Sean Mann	M: E:
Advisor	Nicole Williams	M: E:
Quarter Master	Adrian Mai Nguyen	M: E:
Secretary	Daisy May Creighton	M: E: