

ROOM HIRE TERMS & CONDITIONS

2026 Hire Rates

Room	Community/NFP	Commercial Rate
Trudy Shephard	\$30.00 p/h	\$40.00 p/h
Front Room	\$20.00 p/h	\$30.00 p/h
Boyanna	\$25.00 p/h	\$35.00 p/h

Fees are reviewed annually and may be adjusted in line with CPI, with a minimum of 1 months' notice provided.

For information (and images) of each room [click here](#) or visit our website.

1. Fees & Bonds

Fees

Room hire fees must be paid in advance, and at least 7 days prior to the hire date.

Ongoing hires will be invoiced on a term basis (4 times per year)

Bonds

- A refundable venue bond of **\$200** is required for all new hires.
- A refundable key bond of **\$50** is required for all hires (maximum 2 keys per hire)

Bonds may be used to cover damages, loss, breaches of agreement, or additional cleaning requirements. Where costs exceed the bond amount, the hirer will be invoiced for the balance.

2. Cancellation Policy

7+ Days Before Booking

Refund minus a 10% administration fee.

1-6 Days Before Booking

Refund minus a 25% administration fee.

On the Day of Booking / No-Show

Not eligible for a refund or credit.

3. Booking Confirmation

Bookings are not guaranteed until:

1. Room Hire Policy Signed
2. Application Form completed
3. Payment made in Full

4. Hire Hours and Noise Responsibility

Room hire, subject to availability, is during the following times:

Monday-Friday	8.15am – 10pm
Saturday	8.00am – 5pm
Sunday	9.00am – 5pm

Sundays from 9-11am, the playground cannot be used and amplified music is not permitted.

We are in a residential area. The hirer is solely responsible for any claim by any person of excessive noise, loud music, disturbance or nuisance by people attending the function for which the venue is hired.



5. Access

Once the booking is confirmed, the hire signatory is required to attend in person no later than 48 hours prior to the booking to collect a key and receive access instructions.

6. Return of Keys

Keys must be returned in person to the office before the key bond will be refunded.

Public Liability Insurance (Compulsory)

1. Public Liability Insurance provides indemnity to the hirer for legal liability arising from negligence, including:

- Personal injury or death; and
- Loss of or damage to property.

Indemnity applies only to the hirer for the duration of the hire. The hirer is responsible for ensuring that any participants, performers, contractors, or third parties hold their own appropriate insurance.

2. All hirers must hold Public Liability Insurance with a minimum cover of \$20,000,000. A valid Certificate of Currency must be provided at the time of booking and must clearly specify:

- Coverage for the activity being undertaken; and
- Be current for the dates of the hire

Hirers conducting paid activities (including charging fees or generating income) must provide their own insurance.

3. Insurance purchased through Kerrie Rd NH

Cost \$25 per day

Community or private hirers without insurance may purchase Public Liability Insurance through Kerrie Rd NH for \$25 per day, subject to the following conditions:

- Coverage is limited to passive, low-risk activities (e.g. meetings, educational sessions, social groups, cultural gatherings).
- Coverage excludes sporting activities and child minding.
- A maximum of 52 individual hire days per calendar year applies.

Insurance is not available where:

- The hire exceeds five (5) consecutive days; or
- The hire forms part of a festival or event.

Higher-risk activities require the hirer to obtain appropriate event or short-term insurance independently.

4. Hirer Responsibilities and Liability

The hirer is responsible for all use of the premises during the hire period and must:

- Ensure all activities during the hire period are appropriately supervised
- Follow all safety and evacuation procedures
- Follow any usage instructions provided by KNH Inc
- Only use or access the rooms permitted in the hire agreement with exception of the kitchen area & toilets.



- Any children accompanying hirers must be confined to the hired area and always be supervised by an adult.
- Children are not permitted in the kitchen or allowed to play unsupervised in the playground.

General Conditions

1. Cleaning

The hirer must return the premises to its original condition.

This includes:

- Cleaning and returning all tables and chairs to their original positions.
- Sweeping, vacuuming, and mopping floors as required.
- Cleaning all kitchen facilities used, including dishes, benches, and appliances.
- Removing and disposing of all rubbish.

2. Heating & Cooling

The Hirer is responsible for ensuring all heating & cooling units are turned off before exiting the building

3. Smoking & Alcohol

Smoking & Alcohol is not permitted inside the building or within 10m of any entrance.

The Hirer is responsible for ensuring their group/participants are aware of this policy.

Security & Exiting Building

The hirer is responsible for ensuring the security of the building during and at the conclusion of the hire period. This includes:

- Closing and securing all windows and doors
- Activating the alarm system (not applicable for Boyanna Room Hire).
- Padlocking back gate that accesses car park & playground

Acknowledgement of Terms & Conditions

I, the hirer, agree to the above fees (hourly rate, bond, cleaning bond and insurance) and will abide by the terms and conditions provided for hiring.

I acknowledge that the Hire Agreement will be terminated immediately if the Hirer fails to comply with these Terms and Conditions.

Name	
Sign	
Date	