



# RENTAL PROCEDURE SENIOR CITIZENS CENTRES

The purpose of this document is to outline a procedure in regards to rental arrangements for users of the Senior Citizens Centres within the Loddon Shire Council.

Priority of usage will go to those groups which fall into the Commonwealth Home Support Programme target group, which includes seniors, frail, aged, people with disabilities and their carers.

Individual Seniors Clubs will receive priority usage of their own centre.

## Hiring of Senior Citizens Centres

Organisations wishing to hire any Seniors Club must:

- have a current and up to date COVID safe plan as per Department of Health guidelines
- ensure the building is left in a clean and tidy condition
- accept responsibility for and maintain the good order and behaviour of all persons attending the Centre
- report any maintenance issue or damage to Council immediately upon occurrence of such.

An extra charge of \$20 will be made to hirers if rooms are left in an untidy state.

### **THERE IS NO TELEPHONE AVAILABLE FOR USE AT THE CENTRE**

Rent will be charged at the following rates (GST inclusive):

Community Session Rate:	\$ 20.00	(am, pm or evening)
Private/Commercial Session:	\$ 80.00	(am, pm or evening)
Government Session:	\$ 48.00	(am, pm or evening)
Government Daily Rate:	\$ 93.00	(Government Organisations)
Government Weekly Rate:	\$ 123.00	(Government Organisations)
Government Monthly Rate:	\$ 460.00	(Government Organisations)
Casual Public Liability:	\$ 17.00	

*Note: Session times: 8am to 12noon, 12 to 6pm and 6pm to 12 midnight*



# CASUAL HIRE AGREEMENT FORM – SENIOR CITIZEN CENTRES

This agreement is between Loddon Shire Council (“Council”) and the “Hirer”.

Name of hirer

Organisation

Postal address

Phone number

Premises hiring

Date(s) of hire

Times of hire

to

(circle if applicable)

All day

Weekly

Fortnightly

Monthly

Purpose of hire

Number of guests

I hereby agree to abide by the general terms and any special conditions of this Hire Agreement and have an up to date COVID safe plan in accordance with Department of Health requirements

Name:

Signature:

Date:

Signed on behalf of the Loddon Shire Council:

Name:

Signature:

Title:

Date:

## OFFICE USE ONLY

Building hire fee:

\$

Public Liability (casual charge \$17.00 plus GST):

\$

Other charges:

\$

Total cost of hire:

\$



# CASUAL HIRE AGREEMENT FORM – SENIOR CITIZEN CENTRES

## Conditions of hire

1. The hire fee will be charged on account.
2. In exchange for payment (if required) you will be allowed to use the property floor space, toilets, kitchen and normal property furnishings during the period when the hire agreement applies.
3. You must keep the property clean and tidy, and in good repair and condition and leave it that way at the end of each time of hiring.
4. You must cover and reimburse Council for any losses or damage incurred as a result of using the facility, including any claim made against Council by you, anyone connected with you, or anyone who attends the property as a result of your use of it.
5. You must not allow anything to be done, which might be a nuisance to, or damage the property of the Council or the owners or occupiers of any other property in the neighbourhood, or which might adversely affect the insurance of the property.
6. When you leave the property all rubbish must be appropriately disposed of and everything used must be cleaned and returned to its original place of storage.
7. Council may designate a particular part of the property, which is the only part you are entitled to use throughout the term of the hire arrangement.
8. Either party may cancel this Hire Agreement by giving 48 hours written notice. Council will return funds paid for hire of the facility if within this timeframe.
9. An extra charge of \$20 will be made to hirers if rooms are left in an untidy state.
10. Public liability insurance is a casual charge paid as part of your hire agreement. If you or your Club/ Organisation already has public liability insurance Council requires a "Certificate of Currency" from your Insurance Company before use of the property is allowed.
11. This hire agreement under no circumstances is to be considered as a lease or any other act and that this Hire Agreement confers no statutory rights of security of tenure conferred by relevant legislation.

## Special conditions of hire (if required)

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## CASUAL HIRE AGREEMENT FORM – SENIOR CITIZEN CENTRES

# FOOD SAFETY PROGRAM

### Food Safety Requirements

Health Regulations require that all users of the kitchen facilities at Senior Citizen Centres follow the guidelines below and

1. **AFTER USE:** wipe benches, tables, ovens, microwave, sinks and dish-washer with the recommended sanitiser provided.
2. **FLOOR:** Wash with recommended cleaner provided.
3. **GARBAGE:** Remove liner from bin, seal and place in outside bin. Sanitise bin and replace liner.