



FACILITY HIRE – GENERAL CONDITIONS

1. **HIRE FEES** – These must be paid to the Administration Desk at a time agreed between parties, OR on the last working day before the function.
2. **ACCESS** – Keys and security instructions are available from the Administration Office. These are to be obtained on the last working day before the functions, or by recorded agreement.
3. **EQUIPMENT** – Where equipment is to be used, breakages etc. are to be reported to the Administration Office on the next working day. The user will be required to meet reasonable repair or replacement costs.
4. **BOND** - Murray Human Services Inc. reserves the right to request and hold in trust a reasonable bond to cover possible damages. Where a bond is required, it must be paid to Administration by the last working day before the function at the beginning of the hire period.
5. **CONSUMABLES** – The cost of consumable items must be met by the User. This is to be paid to Administration on the next working day.
6. **PUBLIC LIABILITY** - Where the User hires workshop and uses power equipment or similar, for practical classes or purposes, the User may be required to provide an adequate Public Liability Policy. This Policy must provide a minimum of \$5 million coverage and be sighted by the Administration on or before the last working day before hire commences.
7. **CLEANING** – The facility must be left in the condition and manner it was prior to your function or class or meeting. Should this involve additional cleaning, this will be at the User’s expense. Where bins are used they are to be emptied into the nearest bulk bin.
8. **VEHICLES** – These must be parked in the designated car parks. No vehicles are to enter other parts of the grounds without approval of either the Executive Officer or delegate.
9. **KEYS** – These must be returned to Administration on the next working day after your function unless other recorded arrangements are made.
10. **ENTRY TO OTHER PARTS OF THE BUILDING** – It is the responsibility of the hirer to see that his/her guest/participants/students do not access any other part of the building than that which was designated as the area hired.
11. **TYPE OF FUNCTION** – No event shall be held or actions taken inside or within the grounds that could be injurious to the public, cause damage to public health or otherwise cause nuisance or be offensive by definition of the Health Acts as amended.
12. **BEHAVIOUR** – Drunken, loutish and criminal behaviour will be dealt with by the Police.

FACILITY HIRE RATES

<i>Non-profit/Educational/Services Organisation or Individuals:</i>	<i>\$50 per half day for one room (with use of kitchen) and \$25 per additional room</i>
<i>For Profit Entities:</i>	<i>\$125 per half day for one room (with use of kitchen) and \$25 per additional room</i>
Bond - \$100.00	



AGREEMENT FOR USE OF MURRAY HUMAN SERVICES INC. VEHICLES BY OTHER SERVICE PROVIDERS TO PEOPLE WHO ARE DISADVANTAGED

I, (please print)('the user') will abide by the following conditions of use for all vehicles owned and maintained by Murray Human Services Inc. (hereafter known as MHS).

MHS vehicles are all maintained under the Fleet Accreditation system and the hoists and wheelchair restraints are regularly maintained by the relevant hoist companies.

It is essential that people using MHS vehicles will seek relevant instructions on the correct use of the vehicle and hoists (if applicable) including the Weekly Visual Vehicle Procedure and specific safety features *prior to use*.

It is recommended that you keep a record of passenger names and contact numbers in case of an emergency or accident while you have the vehicle on loan.

Other arrangements include booking, completion of the Equipment Loan form and key pick up and return.

CONDITIONS OF USE

1. No smoking, eating or drinking allowed in any vehicle at any time.
2. All drivers of MHS vehicles will have .00 Blood Alcohol Content.
3. All drivers are responsible for the removal of rubbish from the vehicle on return.
4. Where possible MHS will ensure a full fuel tank in the vehicle to be loaned.
The tank is to be filled by the user prior to returning the vehicle to MHS.
5. It is preferred that drivers of MHS vehicles are over 25 years of age due to the increased costs (excess) for any insurance claims.
6. All arrangements will be made through the relevant Program Managers or delegated person.
7. Receipt of instructions/ training in the use of MHS vehicles, hoists and wheelchair restraints shall be documented by MHS staff. If the driver has not undergone this training he/she must not drive the vehicle.
8. Copy of the designated driver's license will be filed with the borrowing record and any traffic or parking infringement for the period of use will be sent by MHS to the driver of the vehicle.
9. In the event of an accident, liability is not to be admitted by the driver. Inform MHS as soon as possible. All general maintenance and services are the responsibility of MHS. Excess costs for repairs for any damage caused by driver/s of the user will be negotiated by the Executive Officer of MHS.

Signed:('the user') Date:

Signed:MHS Date:

Fees – Booking Fee

MHS will send a monthly invoice to the service provider or person using a vehicle

\$50.00 (inclusive GST) - under 100 kms

\$50.00 plus \$0.50 per km (inclusive GST) over 100kms

Where a vehicle is used for a program to travel more than 30km from base, the program budget must cover the cost.

Echuca - Assistant Program Manager - 5482 1075

Swan Hill - Program Manager - 5032 2170