



Managed by
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CTC@Robertson Venue Hire Agreement

The organisation/group/individual agrees with Robertson Shed Inc (CTC@Robertson) to use the booked space at the CTC on the following terms:

- The hirer must be aged 18yrs or over
- The function organiser takes responsibility for all licences and insurances required for the event e.g. Liquor Licence, Music Licence
- All catering needs are to arranged or provided by users of the facility unless otherwise arranged
- Security – it is the responsibility of the hirer to ensure the building is locked and secured at the end of the function (except where this is being done by CTC personnel)
- Materials such as tacks, nails, staples, glue, sticky tape, wire, hooks etc cannot be used to attached decorations, signs or flyers to the wall
- Smoking is not permitted anywhere in the building
- The organisation or individual making the booking will be responsible for:
 - Damages to the building and/or equipment
 - Conduct and actions of persons and property at the event
 - Cleanliness of the facility after use
- Clean-up after a meeting or function will include:
 - Complete removal of all non-CTC equipment, decorations, debris and other loose materials from the building and parking lot, including trash taken to the outside bins
 - Removal of any food materials from the building
 - Kitchen clean-up of items and surfaces used
- Personal property – hirers are responsible for the care and control of their own property/personal effects
- Surrounding residents should be respected and the hirer is responsible for the preservation of good order during and following the hire:
 - The car park should be used and vehicles parked safely
 - All music and noise levels must be kept at an acceptable level and music must cease by midnight. The facility and car park must be clear by 1.00am
- Safety for hirers: Hirers should familiarise themselves with the following items –
 - Safe access and egress points
 - Emergency exits
 - Emergency contact numbers
 - Fire extinguishers
- Reporting of incidents: report any incidents or accidents that occur during the hire particularly those relating to anything that may be considered a safety hazard to you or other users or where fire extinguishers have been used.

Name of Hirer _____

Signature of Hirer _____ Date _____