



Newlands Arm Community Centre
 25 Meridian Way
 NEWLANDS ARM VIC 3875
 W: www.narra.org.au
 E: admin@narra.org.au
 A0014334C

	Document B - Newlands Arm Community Centre CENTRE HIRE AGREEMENT & HANDOVER FORM	
Organisation		
Address		
Phone		
Email		
Date/s of hire		
Time	From:	To:
Details of function:		
Hire charge	\$	Date paid:
Bond	\$	Date paid:
Total paid	\$	
Refund of security deposit	\$	Date paid:
	Comments:	
Bank details for refund of security deposit	Account name:	
	BSB:	
	ACC:	

Indemnity

The signatory agrees to indemnify and to hold harmless the Newlands Arm residents and Ratepayers Ass Inc (NARRA), their servants and agents and each of them from and against all actions, costs, claims, charges, expenses and whatsoever which may be brought or made or claims against them or any of them arising out of or any way related to the function being held in the facility by the Hirer. The signatory acknowledges they have read, understood and agreed to all the Conditions of Hire.

Signed:

Date:

Collection of keys

In accepting the keys, I undertake to

Newlands Arm Residents & Ratepayers Association Inc
 25 Meridian Way, Newlands Arm, Victoria 3875
 ABN: 13 133 458 264

President - Richard Gill. Vice President - Donna Warr. Treasurer - Leonie Holl.

Secretary - Roger Hawkins. Committee - Janine Honing, Marie Mortenson, Sharon Mountain.

retain the keys in my personal possession or control and not to provide them to any unauthorised person, not listed on this document

Hirer

Additional name for key return (if applicable)

Return of keys – at the hall

Date:

Time:

In returning the keys I acknowledge the Hall and its facilities have been cleaned to their initial condition and all breakages and damages have been reported to the NARRA hall manager.

Signature

Date:

Time:

Details of breakages and damages:

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