



TSKF CHILDERS INC.

STEPS FOR HIRING OF ISIS CULTURAL CENTRE

COMMENCING 01/01/2015

1. Visit website isisculturalcentre.com
2. Potential hirers are encouraged to view the booking calendar on the website to ascertain availability of the venue on their selected dates. Click on any bookings on your date to check if the booking is for the meeting room or main hall and times booked.
3. If venue is pre-booked by Karate Club, this does not preclude bookings on these days and at these times. The Club is willing to negotiate with hirers as to the most mutually convenient manner to use the facility.
4. First point of contact preferred is via 'Contact Us' page on the website.
5. Second point of contact is submission of Hiring Agreement Form downloaded from website and emailed to thesecretary@tskfa.com.au or posted to TSKF Childers Inc., PO Box 261, Childers. 4660
6. Third point of contact is to telephone Helen (Bookings Facilitator) on 0411 865 222.
7. Emergency point of contact for bookings is John 0427 696 541.
8. Inspections of the facility may be arranged via email or phone contact, preferably Monday or Thursday evenings before or during karate class. Alternative times can be made by arrangement.
9. Bookings Facilitator keeps a physical diary with all bookings noted. Bookings are updated weekly to the booking calendar on the website.
10. All bookings to be accompanied by the Hirer Application Form available on the website and must include either own Public Liability Certificate of Currency to the value of \$20,000,000 or via the Casual Hirer's Liability Insurance Form available on the website for download.
11. Hirers to make payment via cheque payable to TSKF Childers Inc. & posted to PO Box 261, Childers. Q 4660 or by EFT/Direct Deposit to:

Bank Account BSB: 084-598
Account #: 16305-4521
Account Name: TSKF Childers Inc.

12. Please email confirmation of your EFT/Direct Deposit payment to treasurerskchilders@gmail.com
13. Receipt will be issued for all payments made.
14. Keys are collected by hirer from Isis Hardware, 47 Churchill Street. They are signed for, and must be promptly returned after the function.
15. Hirer should leave the premises as found, as per the Conditions in the Application to Hire Facility.
16. Immediately after premises vacated, cleaner and/or Management Committee Member makes inspection of facility to check on cleanliness and any breakages/damage.

17. If further cleaning is required or breakages have occurred, costs shall be deducted from bond.
18. If no damages/cleaning required full bond is refunded by cheque payable to the hirer.
19. Emergency points of contact regarding the Cultural Centre:
 - 1) Helen Woodman 0411 865 222
 - (2) John Russo Mob: 0427 696 541