



## ISON HOUSE

## COMMUNITY GROUPS

## RENTAL AGREEMENT AND CONDITIONS OF USE

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### PURPOSE

The purpose of Ison House is to provide a resource at a nominal cost for those groups in the community that exist for the betterment of the wider community and that do not have access to a permanent administrative support centre, or that cannot afford to rent other meeting spaces.

Ison House is a resource where these groups are able to meet and carry out their business and related administration on an occasional basis. Ison House is not intended to provide facilities for groups on a full time basis.

### OPERATIONAL PHILOSOPHY

Ison House is a facility available to community groups provided appropriate care for the building and surrounds and respect are displayed by those groups. Generally, the facility is not available to profit-making organisations or individuals unless these groups pay commercial rates for the use of the facility. Priority will, however, be given to not-for-profit groups. Groups using the facility must agree to be bound by these Conditions for Use, and to sign this Agreement before a booking can be made.

This Agreement is between Mambourin Enterprises Inc "Landlord", on behalf of the Ison House Committee of Management, and the group wishing to use Ison House "Tenant".

### LANDLORD

Mambourin Enterprises Inc.  
4c Pyke Street,  
Werribee VIC 3030

Telephone: 9034 2100  
Facsimile: 9731 8226

Email: [Kathy.Strauss@mambourin.org](mailto:Kathy.Strauss@mambourin.org)

## TENANT

Name: .....

Address: .....

Phone: ..... Fax: .....

Email: .....

Number of Users: .....

## CONDITIONS of USE

- Access to entrance key and security code is for the use of the specified tenant only, and only during the times and dates specified in this agreement. Keys must be picked up from Mambourin, 3 Walls Road, Werribee prior to the event and during the hours of Monday to Friday 8.30am to 4pm.
- The key must not be copied and kept safely with the tenant. All keys must be returned to the Mambourin, 3 Walls Road, Werribee on the next working day following the booking no later than 10am.
- A security code will be issued to each tenant. This code will be valid for the duration as specified by Mambourin Enterprises and must not be disclosed to any other person other than the authorized representative of the tenant.
- At the discretion of the Landlord, a Bond may be required at the time of booking.
- Any damage to be reported to Mambourin Enterprises Inc on 9034 2100 immediately and the tenant will be responsible for any costs incurred. The tenant must fill out a Damage Report Form.
- No alcohol allowed on premises.
- No smoking allowed on premises.
- No pets allowed on premises.
- Access is not permitted to areas other than the specified rental area.
- The Tenant must have Public Liability Insurance, with a minimum coverage of \$10,000,000.
- The Tenant is responsible for the costs incurred with respect to telephone, photocopying and internet access where these cannot be sufficiently recovered from annual fees.
- The Tenant must ensure that the Ison House, including the kitchen, toilets and general surrounds are left clean and tidy. This includes leaving furniture as it was found (e.g. if tables and chairs were stacked and packed away on arrival, then they should be returned to this state on completion of the booking).
- Coffee and tea is supplied in the kitchenette located in Ison House and is included in your room hire price. Mambourin do not however provide any catering for Ison House. In order to ensure that the relevant food safety laws and regulations are adhered to, the Tenant must discuss any catering plans with Kathy Strauss on 9034 2100 in advance of the booking. Generally, the Tenant may supply pre-packaged, relatively non-perishable items such as packets of biscuits, tea bags and instant coffee themselves, but foods requiring preparation must be approved by Mambourin.

## RENTAL

(Capacity up to 66 people)

The following items are included in the rental fee:

- Ison House function/meeting room
- Access to kitchenette, toilets and the surrounding discovery garden.
- Use of available audio visual equipment (upon request)

### **Single Full Day - \$35**

10 Full Days - \$300

(Booked and paid for in advance)

### **Half Day - \$25**

10 Half Days - \$200

(Booked and paid for in advance)

## ADDITIONAL CHARGES

Cleaning Cost: **\$30 per day**

## EQUIPMENT

### **Data Projector & TeamBoard**

*Ceiling mounted projector & Interactive white board*

*Included in full and half day hire*

### **Dvd/MP3 Player & Sound System**

*Included in full and half day hire*

### **Printer Scanner and Fax**

No Charge for reasonable use

### **Office**

*Computer with Internet Access & Printer/Scanner/Fax*

Included in full and half day hire  
or \$20 for single use

## INSURANCE

Please provide insurance details.

Name of Public Liability Insurer: \_\_\_\_\_

Amount of coverage: \_\_\_\_\_

Tenant to Provide Proof of Insurance  
(Manager to sign): \_\_\_\_\_

**Authorised to Sign on behalf of the Landlord:**

\_\_\_\_\_

Date: \_\_\_\_\_

By signing below, I acknowledge my Group's agreement to adhere to the Conditions of Use and other details specified above. I also acknowledge that failure to adhere to the Conditions of Use and other details specified above may lead to my Group being banned from using Ison House in the future.

**Signed on behalf of the Tenant:**

\_\_\_\_\_

Print Name: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**Key issued (Tenant to sign):**

\_\_\_\_\_

Date: \_\_\_\_\_ Key Number: \_\_\_\_\_



*son House*  
at Mambourin Sensory Garden

## BOOKING FORM

Thank you for considering Ison House at Mambourin Sensory Garden. Please fill in your details below and return this form. Future bookings can only be taken up to one year in advance of this agreement and confirmation is required no less than 30 days prior.

Changes to the schedule are preferred at least 30 days in advance and are subject to availability.

Payments can be made with cash, Eftpos, credit card or cheque.

### CONTACT DETAILS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Number of users: \_\_\_\_\_

### BOOKING DATES REQUIRED:

1. ___ / ___ / ___ Time From: Number of hrs:	2. ___ / ___ / ___ Time From: Number of hrs:	3. ___ / ___ / ___ Time From: Number of hrs:	4. ___ / ___ / ___ Time From: Number of hrs:	5. ___ / ___ / ___ Time From: Number of hrs:
6. ___ / ___ / ___ Time From: Number of hrs:	7. ___ / ___ / ___ Time From: Number of hrs:	8. ___ / ___ / ___ Time From: Number of hrs:	9. ___ / ___ / ___ Time From: Number of hrs:	10. ___ / ___ / ___ Time From: Number of hrs:

Key issued (Tenant to sign):

Date: \_\_\_\_\_ KeyNumber: \_\_\_\_\_

### PAYMENT METHOD

Please make cheques/money orders payable to: Mambourin Enterprises

Please charge my  Bankcard  Mastercard  Visa for \$

Card No.

Cardholder Name: \_\_\_\_\_

Expiry Date: \_\_\_ / \_\_\_      Signature of Cardholder: \_\_\_\_\_

Please complete this form and return your payment to:

Mambourin Enterprises  
PO Box 2451  
WERRIBEE VIC 3030

Ph: 9034 2100

Fax: 9731 8226

**I have filled in all information required and agreed to the conditions.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE USE ONLY

How did they hear about Mambourin:

Date Application received: \_\_\_\_\_ Date OK : \_\_\_\_\_ Total Fee \$ \_\_\_\_\_ .  
Deposit received: \_\_\_\_\_ Receipt No: \_\_\_\_\_ Documented on Calendar: \_\_\_\_\_

Initials: