



Training Room Rental Agreement

This Rental Agreement is made between _____
and Community College-Northern Inland Inc

The Rental Agreement is for the use of the premises at _____

For the purpose of _____

Which room is allocated for this Agreement? _____

Dates Venue to be used _____

Times Venue to be used _____

Estimated number of people using the premises under this Agreement _____

Person/s responsible

Contacts: 1. _____ Tel. _____
2. _____ Tel. _____

Are there any matters of WHS that need to be noted, recorded or advised? Yes / No

Please list _____

Is there any College equipment which requires specific instruction for use? Yes / No

Please list _____

Note the extent of an existing damage to rental space prior to rental start date/time.

Please list _____

Opening/Closing arrangements _____

List any refreshments to be supplied by the College under this Agreement

Price / hiring (GST will be applied) _____ Total Cost _____

Payment arrangements _____

COMMUNITY COLLEGE-NORTHERN INLAND INC.



DECLARATION

This Agreement is made in good faith and with the understanding that the College has made known all matters relevant to the rental of the venue, particularly with compliance to WHS legislation.

Strike out which of Clause 1 or Clause 2 does not apply

Clause 1

The Hirer will arrange sufficient insurance coverage, workers compensation, public liability and professional negligence to cover their employees, contractors, volunteers, members, guests, students and any other person on the College premises under this Agreement for the period/s of the hiring listed in this Agreement. The College reserves the right to request a copy of such insurance policy

Clause 2

In the event a community group wishes to hire a room for training or other activity and they do not have insurance coverage for their students/members/volunteers/participants then a Community College **Enrolment Form for non-accredited/hobby/leisure** must be completed for each person attending and a **Class Attendance Record** must be maintained with the attendance initialled by each participant. Both of these documents become part of the Rental Agreement and must be returned to the College office.

Enrolment and attendance in the course is the individuals' responsibility and in some circumstances the insurance policies of Community College-Northern Inland Inc. may not cover their participation in the course. Participation is at the individuals own risk.

Agreement signed on behalf of
Community College-Northern Inland Inc. _____ Date: / /

Agreement signed on behalf of
Hirer _____ Date: / /