



2 Community Drive,
Greensborough, VIC 3088
T: 9435 9287 M: 0423452922
E: coordinator@ghnh.org.au
ABN: 77 506 593 314

FUNCTION HIRE 2026

TERMS AND CONDITIONS

GENERAL TERMS & CONDITIONS:

- To secure your booking, you must pay a \$100 deposit. This will be deducted from the final total hire cost (\$300). **The deposit is not refundable.**
- The said “Hirer” agrees to pay the agreed amount as per the Booking Fee Schedule as set and agreed to by the Committee of Management, payable the week prior to the function when the keys passcode is picked up.
- The key box code (for the keys) will be issued by the Thursday prior to the commencement of use of the venue. Keys **MUST** be left in the two key boxes upon departure. You are required to present a copy of your driver’s licence or alternate ID on the day you are issued the key codes.
 - If you cannot attend on a Thursday to have an induction and get the code, you must organise another time that is agreeable by the Greenhills staff. The key codes cannot be given over the phone.
- **The remaining hire fee (\$200) and a bond (\$200)** are to be paid (above and beyond the hire fee) when key codes are issued. *In total, you will have paid \$500, and then be refunded \$200 after your function.*
- **To receive your bond back**, you must contact Greenhills Neighbourhood House – email accounts@ghnh.org.au. The bond will be refunded in 7-14 working days from your function.
- The full bond (\$200) will only be returned if the yard and spaces are left in a clean state, rubbish is removed, spaces are locked, keys are in lock boxes and there has been no damage to the premises or its furnishings.
- For security of the property, and to ensure that your bond is returned, we require you to take photos of the four spaces (stage room, garden, deck and kitchen area) and forward those to Greenhills at - coordinator@ghnh.org.au OR admin@ghnh.org.au
- **Alcohol or illegal drugs are NOT to be consumed on the premises.**
- **Smoking is NOT permitted on the premises.**
- **Food is NOT to be eaten in the playground.** This is due to allergies of children at our childcare centre. Food can only be served on the deck or in the hall itself.
- As per our Sustainability Policy, we encourage you to keep your function free of balloons and non-eco glitter. Our venue is nestled in bush, and balloons have a direct impact on the surrounding birdlife. If you are using balloons, please ensure they are disposed of in a thoughtful manner.



GREENHILLS & WELLINGTON ST
NEIGHBOURHOOD HOUSES

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- In the case of a key needing to be replaced due to is being lost, theft or damage, the HIRER must inform Greenhills immediately.
- The cost of a replacement key due to loss or theft is the responsibility of the HIRER. The keys are not to be marked with the name and or address of the Centre. Keys are not to be copied.
- **The HIRER is responsible for any damage**, and in signing agrees to bear the cost of repairs (above the bond) as requested by the Committee of Management.
- The Centre is **NOT** to be accessed outside of agreed hours (10AM-5PM of hired date).
- On leaving, please ensure the doors are locked, the heater, lights and all electrical appliances are turned off.
- All areas **MUST** be left in the safe and clean condition they were presented in. Dishes must be washed, dried and put away. **All rubbish must be taken home**, and tables/chairs packed away.
- The floor **MUST** be clean and mopped, and ready to be used by another party immediately after your hire. A mop and vacuum are provided.
- Access to the venue is only available between 10am and 5pm. **The HIRER must clean and vacate the premises by 5pm.**
- Cancellation and/or alterations of use must be made 7 days prior to the HIRERS booked date. Cancellations must be in writing and emailed to coordinator@ghnh.org.au.
- **Upon cancellation, the original deposit (\$100) paid to secure the booking is not refundable.**
- **By signing the Booking Application Form, the HIRER acknowledges that they have carefully read the Terms and Conditions and agree to these conditions.**

CHILD SAFE STANDARDS:

Greenhills is strongly committed to keeping children safe in the community. Anyone using our space needs to adhere to the child safe standards found at: <https://ccyp.vic.gov.au/child-safe-standards/>

INSURANCE:

Greenhills Neighbourhood House has insurance that will only cover any injury, accident or incident caused by the property. For example – if something falls on you that was not caused by your actions. We **DO NOT** provide insurance for any injuries, accidents or incidents caused by you or your guests whilst on the property. We recommend that you contact your home and contents insurer to add the 'function' to your insurance, and/or seek advice from them. If you fail to have insurance then you will be personally liable for any injuries, damage, accidents or incidents.

INDEMNITY:



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The HIRER agrees to indemnify and to keep indemnified Greenhills Neighbourhood House, its staff and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Hirer's use and occupation of Greenhills and performance or supposed performance of the Hirer's obligations under this agreement, and directly related to the negligent acts, errors or omission of the Hirer.

NOTE:

As Greenhills Neighbourhood House has been placed on the "High Risk Register" for bushfires, we will be required to remain closed on days declared "Code Red" regardless of bookings. A full refund will be provided should this occur.