



LIEBE GROUP

Liebe Group
 17 Johnston St. Dalwallinu WA 6609
 PO Box 340, Dalwallinu WA 6609
 Phone: (08) 9661 1907
 Email: admin@liebegroup.org.au
 Website: www.liebegroup.org.au

Hirer's Details

CONTACT INFORMATION				
Name		Phone		
Organisation				
Address				
Function Type				
Starting Date		Starting Time		am/pm
Finishing Date		Finishing Time		am/pm

Fees (tick all applicable)

The Elma Southcott Room (Boardroom)				
<ul style="list-style-type: none"> Seating for up to 10 people Kitchenette area with tea and coffee facilities TV screen for display of presentations Wifi access included 				
Bond - refundable (on satisfactory venue inspection)			\$75.00	
Hourly			\$20.00	
Half Day			\$50.00	
Full Day			\$100.00	
Meeting Room				
<ul style="list-style-type: none"> Hosting up to 40 people seated and equipped for training/workshop purposes Adjacent fully equipped kitchen Projector and screen Wifi access included 				
Bond - refundable (on satisfactory venue inspection)			\$100.00	
Half Day			\$150.00	
Full Day			\$250.00	
Hot Desk				
<ul style="list-style-type: none"> A separate hot desk office in the main Liebe Group area with wifi access included Access to facilities such as kitchen and toilets 				
Half Day			\$20.00	
Full Day			\$40.00	
Research Workshop				
<ul style="list-style-type: none"> Fully equipped workshop area with stainless steel benches and sink Drying oven and cool room Air-conditioned 				
Half Day			\$100.00	
Full Day			\$150.00	

Acknowledgment of Terms and Conditions

A booking will not be confirmed until payment of bond has been received at the Liebe Group Agricultural Research and Education Facility and receipted.

Smoking is not permitted in the Liebe Group Agricultural Research and Education Facility and it is the responsibility of the Hirer to enforce this policy.

I have read and agree to abide by all conditions as set out on page 5 in relation to the hire of a room within the Liebe Group Agriculture Research and Education Facility and in addition, accept all fees as detailed and agree to pay all fees associated with the room hire.

Signature: _____ Date: _____

Requests: _____

OFFICE USE ONLY			
FEE AND CHARGE	DATE PAID	DATE REFUNDED	RECEIPTED BY
Bond			
Balance of Booking		N/A	
Booking in Liebe Group Calendar			



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Combined Debtor and Creditor Form for Hire and Bond Purposes

Return to: Liebe Group Agricultural Research and Education Facility Reception

Or Post to: Liebe Group
PO Box 340
Dalwallinu WA 6609

Or Email to: admin@liebegroup.org.au

CONTACT DETAILS

Business Trading Name _____
ABN _____
Business Street Address _____
Business Postal Address _____
Contact Name/s _____
Position _____
Phone Number _____
Mobile Number _____
Email Address _____

FINANCIAL INSTITUTION DETAILS

I, _____ (Name) hereby authorise that payments for goods and/or services by The Liebe Group Inc be directed to the following bank account:

BSB:

--	--	--	--	--	--

Bank Account Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account Name: _____
Bank Name: _____
Bank Branch: _____
Remittance Advice Slip: Yes / No (please select)

Conditions of this agreement

1. All refunds will be made into the bank account listed on the Debtors Agreement. Payments are unable to be refunded in cash or directly on cards. The vendor acknowledges that Liebe Group Inc will endeavour to remit all payments via electronic transfer however may issue payment by cheque should circumstances require.
2. The Vendor is responsible for a) the accuracy of the above particulars, and b) advising Liebe Group Inc in writing of any changes in the above particulars. Upon receipt of such notification, Liebe Group Inc shall process all payments in accordance with the details provided.
3. You warrant that the bank account details so provided are not false and comply with all applicable laws.
4. Liebe Group Inc has the right to accept the authority of the undersigned as conclusive evidence of that person's authority to execute this agreement on behalf of the vendor. Liebe Group Inc is under no obligation to verify that authority of the undersigned or the bank account details.
5. Whilst Liebe Group Inc will use all reasonable measures to maintain confidentiality, both the Authorised representatives and the Customer acknowledge that it may not be practical for Liebe Group Inc to keep these account details confidential in the circumstances. The details will be available to Liebe Group Inc staff in carrying out their normal duties in paying invoices/accounts.
6. Payment will be deemed to have been made when Liebe Group Inc has instructed its Bank to credit the account. Liebe Group Inc will not be responsible for any delays in payment or errors due to factors outside the reasonable control of Liebe Group Inc, including but not limited to delay or errors in the banking system.
7. The authorised representative warrants in his/her own right that:
 - He/she has the authority to bond the Vendor to the conditions of this agreement;
 - The banking details provided are accurate; and
 - By signing this form, that the Vendor is aware of its responsibilities under his agreement;
8. The Authorised Representative indemnifies Liebe Group Inc in relation to any loss or damage (including consequential loss) which Liebe Group Inc may suffer due to any breach of the Authorised Representative's warranties at clause 7. The Vendor indemnifies Liebe Group Inc in relation to any loss or damage (including consequential loss) which Liebe Group Inc may suffer due to any breach of the Vendor's warranties at clauses 2 and 3 respectively.
9. Liebe Group Inc payment terms are 21 days from the date of invoice. Payments can be made directly into our bank account, cheques payable to Liebe Group Inc or with cash at the Liebe Group office.

I have read and agree to the following agreement requirements as stated in this form.

Signature of Vendors Authorised Representative: _____ Date: _____

Conditions of hire

1. Using the Liebe Group Agricultural Research and Education Facility Boardroom or Meeting Room

1.1 A bond of \$100.00 for the Meeting Room and \$75.00 for the Boardroom must accompany applications for hire of facilities. No tentative bookings or bookings greater than 12 months in advance will be taken. The bond will be returned within 14 days after hire date on the provision that the Meeting Room or Boardroom has been left in a satisfactory condition.

1.2 When canceling a booking, the hirer has the option of choosing another date and transferring bond and charges already paid to a new date (dependent on availability)

1.3 Failure to pay the bond prior to usage may result in cancellation of the booking.

1.4 It is the responsibility of the hirer to REMOVE ALL RUBBISH. This can be disposed of in the bins provided at the rear of the building nearest the carpark.

1.5 When cleaning is not satisfactory and rubbish is not removed, the hirer will be charged \$45.00 per hour for the cost of undertaking this work.

1.6 Any loss or damage incurred above the value of the bond will be billed and will become a debt to the hirer.

2. Using the Liebe Group Agricultural Research and Education Facility Boardroom or Meeting Room

2.1 The hirer shall maintain decent behaviour while in the Boardroom or Meeting Room.

2.2 The hirer shall be solely and entirely responsible for the carrying out of these conditions, and for any damage to the building, fixtures, fittings, furniture and crockery, and shall pay such damages as assessed by Management.

2.3 The driving of nails, screws, tacks or pins etc into and the use of adhesive tape and other adhesive material of any description onto any walls, woodwork, furniture, fittings or fixtures is strictly prohibited.

2.4 Ensure all emergency exit doors remain free from obstruction.

3. Upon leaving the Liebe Group Agricultural Research and Education Facility Boardroom or Meeting Room

3.1 - Services (where applicable)

3.1.1 All lights, heaters and air conditions have been turned off

3.1.2 All water taps turned off

3.1.3 All stove elements and ovens turned off

3.2 - Equipment (where applicable)

3.2.1 All tables and chairs wiped clean and stacked away in server room

3.2.2 All cleaning equipment returned to cupboard

3.2.3 All crockery and cutlery used are washed, dried and returned to original cupboards

3.2.4 All breakages to be reported to the Liebe Group Inc at the earliest opportunity

3.3 - Cleaning

3.3.1 Rooms are to be left in a neat and presentable way