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| **PARISH, AGENCY OR ENTITY CONTACT INFORMATION** |
| **Name of parish, agency or entity** |  |
| **Address** |  |
| **Contact person** |  |
| **Contact information** | Work: Mobile: |
|  | Email address: |
| **USER OF PREMISES** |  |
| **Contact person** |  |
| **Name of community group/organisation** |  |
| **Address** |  |
| **Contact information** | Home: Work: |
|  | Mobile: |
|  | Email address: |
| **AGREEMENT** |  |
| **The parties agree:** | 1. *…(insert name of parish, agency or entity)…*is the owner of the property at…*(insert property name and address)…* including the agreed area described as the *…(insert name/venue description e.g. hall, meeting area, community centre, tennis courts)…*
 |
|  | 1. *…(insert name of parish, agency or entity)…* has, at the request of the User, agreed to permit the User non-exclusive right to use and occupy the agreed area in accordance with this Agreement.
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|  | 1. *…(insert name of User)…* agrees to use and occupy the agreed area(s) on the terms and conditions of this agreement for the permitted use of *…(specify use e.g. dance classes)…*
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| **KEY TERMS OF THE AGREEMENT** |
| **Commencement and end date** | This Agreement will continue for the term, commencing on *…(insert date)…* and ending on *…(insert date)…* subject to any earlier termination or extension granted in accordance with this Agreement. |
| **Licence area to be used** | The *…(parish, agency or entity)…* allows the user to use and access the agreed area as identified and any specified furniture, fittings and equipment as described below:…………………………………………………………….. |
| **Scheduled hours** | Unless otherwise agreed between the parties, the agreed area will be used only on the followingdays and times during the period covered by this agreement.⃝ Monday….……………………………………………………………………………………………………⃝ Tuesday………………………………………………………………………………………………………⃝ Wednesday…...…………………………………………………………………………………………..⃝ Thursday………..………………………………………………………………………………………….⃝ Friday…………………………………………………………………………………………………………⃝ Saturday…………………………………………………………………………………………………….⃝ Sunday……………………………………………………………………………………………………….Or specific dates and times:……………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| **Hire costs** | The cost of hire for the designated area will be calculated as follows:Usage fee………………………………………………… $…………………..…..……Utilities…………………… …………………………….….$.….…………….………….Cleaning……………………………………………………..$….………………………..GST…………………………………………………………… $..…………………….…….**TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Cancellation** | *…insert cancellation and refund conditions…* |

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| **SAFEGUARDING REQUIREMENTS** |
| Community programs and activities that involve contact (or likely contact) with children and young people and that operate at *…(insert name of parish, agency or entity)…* that are run by or auspiced by a community organisation, group or private provider are required to demonstrate that they take seriously their responsibilities to keep children and young people safe from harm. |
| Community organisations, groups or private providers that have contact (or likely contact) with children and young people are required to: * be provided with a copy of the …*(insert name of parish, agency or entity)…* Safeguarding Children and Young People Policy to set expectations for the care and safety of children and young people
* demonstrate that those involved (e.g. employees, volunteers) have a current Working with Children Check
* demonstrate (by providing a copy to the parish, agency or entity) that the agency has a child safety policy consistent with the requirements of the Victorian Child Safe Standards
* be briefed about onsite child safety e.g. tour of the site and/or a site map including site-specific information about keeping children and young people safe.

In order to safeguard children and young people, the user (or delegated user representative) must agree to each of the following declarations, I, *….(name of user representative)…* :* have been provided with a copy of the …*(insert name of parish, agency or entity)…* Safeguarding Children and Young People Policy and will act in
* accordance with the expectations set out for the care and protection of children and young people
* am committed to protecting and safeguarding children and young people
* have a safeguarding policy in place consistent with the requirements of the Victorian Child Safe Standards (see attached)
* will ensure that those in contact with or working with children and young people during the use of the venue have undergone appropriate screening
* including a Working with Children Check and/or Police Check
* understand that if *…(insert name of User)…* is found to be in breach of this declaration, ……*(insert name of parish, agency or entity)…* reserves the right to cancel any lease or hire agreement immediately.
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| **EXECUTION** |  |
| Signature of user representative |  |
| Name (in print) |  |
| Date |  |
|  |  |
| Witness signature |  |
| Name |  |
| Date |  |
|  |  |
| Signature on behalf of the parish, agency or entity |  |
| Name (in print) |  |
| Date |  |
|  |  |
| Witness signature |  |
| Name (in print) |  |
| Date |  |