



Verissima

Natural Skincare

Date of Booking:	
Date(s) Required:	
Times Required:	
Course/Workshop:	
Name:	
Address:	
Email:	
Phone:	

Conditions of Hire

I hereby agree to:

1. (a) Keep and maintain order of the Hall for the duration of hire period.
 (b) Keep and maintain order of the attendees (e.g. in carpark) before, during & after hire period.
2. Ensure that the Hall is used only in times booked.
3. Leave the Hall clean and tidy including:
 - a. Removing any rubbish
 - b. Dishes are washed and put away
 - c. All door and windows (including toilet) are locked
 - d. Reverse Cycle Aircon is switched off and remote returned to holder on wall.
4. Return keys to Verissima House after end of hire period.
5. Pay on request, the full cost of any damages caused during the hire period either to the building or the fixtures and fittings provided.
6. Deposit paid is non-refundable unless cancelled by Verissima House.

NOTE: Smoking is not permitted in the Hall

Signature:

Date:

OFFICE USE ONLY

	\$	Paid \$	Date	Receipt No.	Notes:
Agreed Hire					
Advertising					
Deposit					
Key Deposit					
Total					