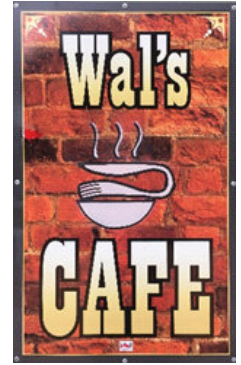


Narooma Mens Shed

41a Barker Parade, Narooma
 PO Box 35, Narooma, NSW, 2546
 E: naroomamensshed@gmail.com
 W: www.naroomamensshed.com.au

Working with the Community

Community Usage Booking Form

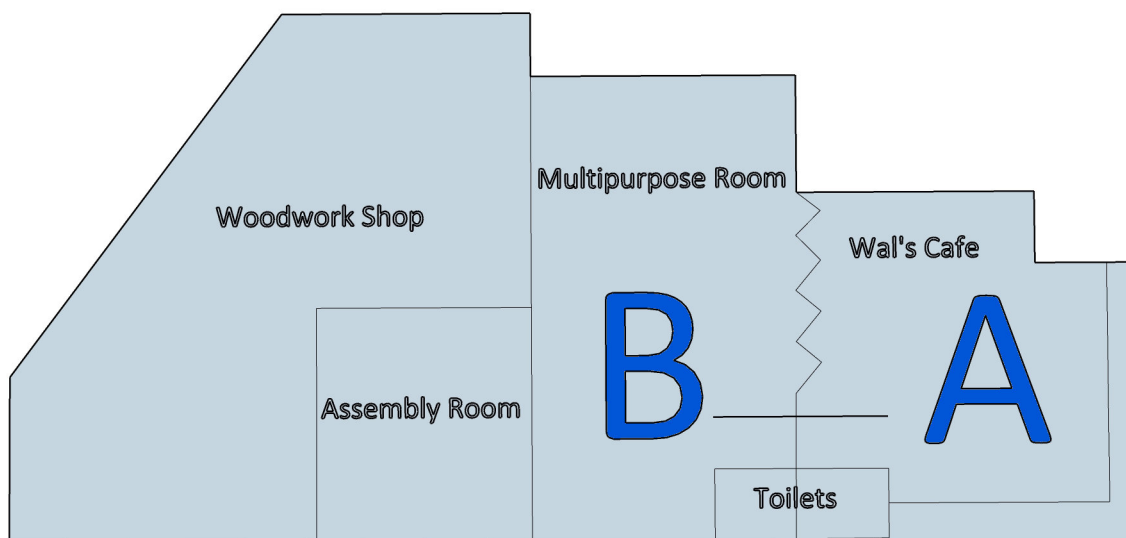


| | |
|--|---|
| <p>Name and address, including email if available of your Organisation</p> | |
| <p>Name and full contact details of person who will be responsible for the event and the key</p> | |
| <p>Spaces Required (A and/or B)</p> | |
| <p>Do require a one-time booking or a regular booking</p> | |
| <p>Date/s and time/s and areas required for the event/s</p> | |
| <p>Insurance requirements for your organisation</p> | <p>The Narooma Men's Shed (NMS) requires your organisation to have at least \$20 million public liability policy for the event. NMS should be listed on the policy as an interested party. A Certificate to that effect should be attached to the license agreement</p> |
| <p>The If your organisation proceeds it must sign a Licence agreement with NMS. A template of the agreement can be found on the NMS web site (https://naroomamensshed.com.au/community/) which may be subject to some negotiation.</p> | |

Costs

Charges for using the facilities in the Shed are currently:

- For up to 15 attendees, a basic fee is \$10 per hour subject to negotiation;
- If there are more than 15 attendees the NMS charges and outgoings will be reviewed by the Event Manager to see if increases are necessary;
- Daily fee of \$100 subject to negotiation;
- A further small charge to cover NMS outgoings and overheads;
- Tea and instant coffee can be supplied on an honesty basis by NMS at 50 cents per cup and cans of soft drink at \$1.50 per can;
- Under the terms of the license agreement NMS may charge a cleaning fee if cleaning by the NMS is required following use by the licensee;
- You will be advised of the contact person in the NMS.



The spaces available are marked A and B on the plan. Usage can be discussed with the NMS. Area B will only be licensed if there is a demonstrated need more space and appropriate changes are made to the terms of the Agreement.