Hourly Rental Agreement

Heaney Business Group hereby agrees to let and leases unto the Lessee, the boardroom room at specified dates as and when booked in with reception staff. Bookings are tentatively booked until we receive this Hourly Rental Agreement signed.

Said premises will be used for meetings and for no other use without the prior approval of Heaney Business Group.

Payment of hourly rental fee is required prior or on the day of occupancy. Cancellations or no shows on the day of the booking will be non-refundable and will be invoiced for the time that is booked.

The Lessee is able to use kitchen and bathroom facilities whilst renting the room. This includes the use of Tea and Coffee making facilities.

The Lessee is permitted to use office internet connection whilst renting the boardroom. The equipment that is stored in the boardroom can be used free of charge. However, if setup of the room is required by a Heaney Business Group staff member, this will be an extra cost of $30.

The Lessee shall be liable and responsible for any and all damage or injury to said premises or any person or property thereon during period of occupancy, and shall reimburse, indemnify, and save Heaney Business Group fully harmless thereof.

All fixtures, fittings and property remains the property of Heaney Business Group and shall not be removed from the premises at any time.

Noise will need to be kept to a minimum from you and your guests where possible at all times.

Lessee shall keep the premises in a neat and orderly condition and free of rubbish and debris, which shall be picked up and removed from the premises immediately following any occupancy.

Rental Fee is $60 plus GST per hour.

Premise address: Unit 7, 12 Belgravia Terrace, Rockingham WA 6168

Name _____ Sign _____

(Lessee)

Signed_____

(Lessor) Heaney Business Group

Please note this agreement can be terminated at any time by the lessor and will remain in place for any room rentals that occur in future.