

Wandiligong Public Hall Committee of Management Inc

ABN: 59 442 837 933

462 Morses Creek Road Wandiligong, Victoria

TERMS AND CONDITIONS OF HIRE - APPLICATION

DEFINITIONS.

Hirer: refers to individuals, organizations, agents, invitees, licensees, patrons, contractors, subcontractors and permitted assignees.

Venue: Wandiligong Public Hall, 462 Morses Creek Road Wandiligong Victoria

APPLICATION

- Application to use any part of the Wandiligong Public Hall shall be made to the Committee of Management's representative. Applications forms must be signed by the applicant and state the purpose for and the required hours of use.
- An inspection of the Hall/Facilities prior to booking is advised to ensure the facilities meet the requirements of the event.

DEPOSIT AND PAYMENT OF FEES

- **The Cleaning and Damages Bond must be paid within a month of signing this Application and the balance of Hiring cost to be paid one month before event.**
- All fees, deposits and other charges shall be paid by cash, cheque.or electronic transfer.

Direct deposit account details:

Account title. Wandiligong Public Hall C.O.M INC
BSB 633-000 Account no. 128569225

- Refund of the Bond will be made following a satisfactory inspection by the Halls Committee of Management's representative.
- **If you require the Refund of Cleaning and Damages Bond to be credited to your account, please advise your Bank account details. If no details are specified a cheque will be posted in the mail to your nominated address.**
- **Cancellation fee of \$150 will apply, if the Hirer notifies Halls Committee of Management of a cancellation request, 7 days prior to the agreed date of hire.** The cancellation fee will be deducted from the deposit held prior to refunding.

CLEANING REQUIREMENTS

- Any food remains or empty bottles left within the Venue and/or excessive spillage of food, drinks or other materials must be cleaned and removed, if not and cleaning by the hall committee is required the bond will not be returned.
- The Hirer will be liable, on demand, to pay the full cost of any such cleaning or any damage to the property.
- The Hirer shall undertake that caterers and others shall protect all floors in the Venue from stains or any form of damage. If damage occurs the Hirer will be responsible for maintenance or repair to damaged areas.
- The Hirer of the kitchen shall leave it in a tidy condition and all fixtures and utensils in good order.
- The Hirer shall immediately remove any rubbish, refuse and wastewater. If this is not done the Committee of Management shall be entitled to have equipment replaced or facility put in good order at Hirers expense.

- If using the open fire, the fireguard must be fitted and the fire must not be left unattended. Please ensure the fire is extinguished prior to leaving the hall. This is very important, due to high fire danger.

LIMIT OF HIRING

- The Hirer shall only be entitled to the use of the particular part or parts of the building hired and shall vacate punctually at the time specified. **If the Venue is not vacated by the specified time in this agreement the Hirer shall be liable for an additional day's hiring cost.**
- **Keys are to be returned** to the Wandiligong Public Hall representative **no later than noon on the day after the event.**
- The Hirer shall be responsible for supervising the departure of patrons from the Venue at the conclusion of the function. Departure from the Venue must be carried out in an orderly manner, with **no excessive noise being generated after 12am midnight.** Users must make due consideration for neighbours when planning any event and noise levels outside the Venue must be minimized.
- Entertainment music or amplified sound used in the hall shall comply with EPA regulations and shall not cause complaint or undue detriment to the amenity of the area. Amplifiers are only to be used in the hall building not outside.
- The Hirer shall be responsible for ensuring that the caterers, the band and any group of people associated with the Hirer vacate the Venue within the specified time.
- All items must remain in the Public Hall and are not to be removed from the premises unless authorised to do so by a representative of the Wandiligong Public Hall Committee of Management. These assets are not available for hire separately.
- No person shall bring any vehicle, bicycle, roller skates, roller blades or skateboard in to the building. Prams and pushers for children and wheelchairs for disabled visitors are permitted.
- No animals are permitted in the Hall at any time with the exception of Guide Dogs and Service Dogs.
- Glitter, confetti and rice are not permitted.
- Candles, fireworks and/or any other form of naked flame lights or torches are not permitted.
- No items in the Wandiligong Public Hall are to be used, other than those agreed by Wandiligong Public Hall Committee of Management, for the specified event/activity.
- No additional fittings/electrical appliances and or audio equipment can be installed without prior consent from Wandiligong Public Hall Committee of Management.
- Permission must be sought if the Hirer wishes to decorate the venue. Any posters/decorations may only be permitted in a location and manner that will not cause damage and by agreement. No blue tack or sticky tape is permitted on painted surfaces.
- No items are to be suspended, hung or otherwise attached to the ceiling lights.
- Hirers must comply with any relevant legislation such as OH&S and Child Protection Legislation.
- When leaving the building the Hirer must ensure that all doors and windows are locked, curtains and blinds are closed and heaters, lights and kitchen stoves are turned off. The refrigerator must be cleared of all leftover food items. Any items left in the Kitchen area will be disposed of and a charge may be incurred for this removal.

REFUSAL TO LET

- It shall be at the discretion of the Committee of Management to refuse the hiring of the venue for any reason.
- The Hall facilities cannot be sublet and may only be used for the activities stated on the application form.

DAMAGE

- The Hirer shall be responsible for and shall pay the cost of any damage to the Wandiligong Public Hall property, fittings, furniture, curtains, stage or flooring, electrical and mechanical equipment, incurred during the hiring period.
- Wandiligong Public Hall Committee of Management reserves the right to make an additional charge due to damage to any equipment used e.g.; table and chairs and any excess cleaning

costs.

- The Hirer shall take all reasonable precautions against any loss or damage to the premises by fire. **Gas cylinders explosive devices & portable gas heaters are not permitted on the premises. Note: such devices are not covered under the Casual Hiring Public Liability Insurance.**
- No items should be placed in the path of designated fire exits, extinguishers or fire hoses. Permission must be sought from the Wandiligong Public Hall Committee of Management for the use of smoke machines.
- The seals on the fire hose reels and extinguishers must remain intact or the Hirer will be liable for the resealing fee.
- Wandiligong Public Hall Committee of Management accepts no liability for loss or damage to any item brought in by the Hirer or their guests. All items should be removed at the end of the hire period. Items left behind may be disposed of as the Wandiligong Public Hall Committee of Management deems fit.
- No spitting, obscene or insulting language, disorderly behaviour or damage to property shall be permitted in any part of the building.

SMOKING

- **Smoking is prohibited** in the hall and/or on the premise. The hall's verandah area is designated as a **No Smoking** area. Please note in Victoria under the Tobacco Act 1987 (Tobacco Act) **smoking is banned in outdoor dining areas.** For further information on smoke-free outdoor dining, you can: visit the tobacco reforms website - www.health.vic.gov.au/tobaccoreforms or call the Tobacco Information Line on 1300 136 775. The Wandiligong Public Hall is a **smoke free** environment, as is consistent with the Victorian Government laws.

LIQUOR

- Any function that has an 'All Inclusive' charge or is selling liquor requires a liquor licence. It is the responsibility of the Hirer to obtain this licence from Liquor Licensing Victoria – they can be contacted on 1300 650 367 or visit the website www.justice.vic.gov.au – alcohol. Such a licence must be displayed at the venue during the function and failure to do so will automatically prohibit liquor being consumed on the premises. This requirement is enforced by the local Police Officer.

INSURANCE

- The Hirer of the Wandiligong Public Hall is covered under the 'Casual Hire' Public Liability Insurance which is a \$13 charge included in the charge of the hiring of the hall. A copy of the Broadform Liability Insurance Policy and its Endorsements will be provided to Hirer upon receipt of signed Hiring Application form and Acceptance of Conditions

RUBBISH BINS

- Bins are provided for use by the Hirers, all excess rubbish must be removed prior to surrendering the keys. **The Hirer is to ensure rubbish bins are put out on Morses Creek Road before handing key back.** Failure to do so will incur an additional charge.

If the Hirer commits permits or allows any breach in the observance of these terms and conditions, Wandiligong Public Hall Committee of Management may terminate permission to use the premises and the Hirer shall immediately vacate the premises and the security bond shall be forfeited.

HIRE SUBJECT TO CONDITIONS - Any engagement of any kind of the Wandiligong Public Hall shall be subject to these above conditions, and the Hirer shall be deemed to be aware of all such occasions by the signing of this Agreement.

Catherine Morgan

Chairperson

Wandiligong Public Hall Committee of Management Inc

Wandiligong Public Hall Committee of Management Inc

ABN: 59 442 837 933
462 Morses Creek Road Wandiligong, Victoria

Postal Address: PO Box 362
Bright Victoria 3741

Telephone: 0473 632 029

HIRING APPLICATION FORM & ACCEPTANCE OF CONDITIONS

Name of Hirer:

Address:.....

Telephone BHAH

FOR THE PURPOSE

SETTING UP:	Date: / /20	From 12.00 pm	Toam/pm
EVENT:	Date: / /20	From am/pm	To am/pm
CLEANING:	Date: / /20	From 8.00 am	To 12.00pm

On behalf of the above, I agree to the conditions of hire as outlined and undertake to pay all charges. I/we agree to leave the Wandiligong Public Hall, its furniture, equipment and the surrounding grounds clean and tidy and to remove any rubbish. In the event of any damage to the Wandiligong Public Hall, its furniture, equipment and the surrounding grounds, whilst it is being used, to pay to the Committee of Management the full cost of making good the damage. I agree to accept the decision of the committee on the extent of such damage and repair.

I also agree that I will be charged for the cost of removal of any rubbish left at the hall and any cleaning costs if the hall is not cleaned appropriately.

SIGNED acknowledging full and unconditional acceptance of these terms and conditions on behalf of the hirer:

Name:

Signature:Dated / /20

SIGNED by the representative Wandiligong Public Hall Committee of Management Inc

Catherine Morgan

Dated

HALL HIRE FEE: \$ 900 CLEANING & DAMAGES BOND: \$ 250 Total \$1150

SPECIAL REQUIREMENTS: