

## LAKE TYERS BEACH COMMUNITY HALL – CONDITIONS OF HIRE

The Hall is owned by the East Gippsland Shire, and managed by a small voluntary Committee of Management.

The Hall is a SMOKE FREE building. No smoking is permitted in the Hall.

Please be considerate to neighbouring residents, especially regarding loud music/noise after midnight.

### SCHEDULE OF FEES

Full day or Night party	\$100 + \$300 bond
Half day or Day party	\$50 + \$150 bond
Meeting only	\$25
Kitchen only	\$30

### KEYS

Keys can be collected prior to the time booked, as arranged and stated on booking form. Keys must be returned ASAP after cleaning and tidying up done. Only after the return of the keys will the hall be inspected for bond return.

### DECORATIONS

Adhesive tape, staples etc. must not be used on walls, only on picture rails.

***Care must be taken with the existing party lights***, which are provided by the Committee for your use and convenience. Do not move or remove these lights.

All decorations put up by the Hirer must be removed.

### GAS/ELECTRICAL APPLIANCES

The Hirer shall not take into the Hall any gas or electrical appliances, or any large equipment or furniture (BBQ, heaters, etc.) which was not supplied by the Hall unless permission has been obtained.

### CLEANING

Cleaning must be carried out by the end of the booked time.

The Hall is to be left in a clean and tidy condition. Cleaning materials are provided.

Floors: Hall, kitchen and toilet floors must be swept and mopped. Carpet area vacuumed if required.

Toilets: All toilets and basins must be cleaned and disinfected, and bins emptied.

Kitchen: All surfaces must be clean, ovens clean, fridges clean and left open. Urn must be unplugged and emptied of all water.

Outside: All rubbish, including broken glass and cigarette butts, must be removed. This includes car park, school grounds, and surrounds if necessary.

Garbage and BINS: Please ensure appropriate rubbish is in the right bin (Garbage and Recycling). These are to be left out the front of the hall for collection. **ANY EXCESS GARBAGE THAT DOES NOT FIT INTO THE COUNCIL BINS MUST BE REMOVED BY THE HIRER. No rubbish is to be left in ANY of the internal bins.**

Furniture and Fittings: All trestles and other furniture must be cleaned and returned to correct place of storage.

***Please ensure all doors and windows are closed and locked.***

## **DAMAGE**

Any damage to the Hall, furniture or fittings, must be reported when returning the keys. All damages will be paid by the Hirer. If costs exceed the bond, the hirer will be liable for extra costs.

## **THEFT OR LOSS**

The Committee of Management and the East Gippsland Shire will not be held liable for the loss or damage to any personal possessions of the Hirer, guests, or others while using the Hall.

The Hirer therefore indemnifies the Committee of Management and the East Gippsland Shire against any claim by such person, organisation or cooperation in respect of such article or thing.

## **FIRST AID KIT**

In the interests of OH&S, the Committee of Management provides one First Aid Kit. If the kit is opened and any contents used, the Committee reserves the right to deduct replacement costs from the bond.

## **DISPUTES**

In the event of any disputes or differences arising as to the interpretation of these conditions, or any other matter, the decision of the Committee of Management shall be final and conclusive.

## **GENERAL INFORMATION**

The Committee of Management reserve the right to cancel, or not accept a booking.

The Committee of Management reserve the right to enter the Hall at all times.

Bond will be returned within 7 days, if approved. **IF THERE IS ANY DAMAGE TO THE HALL , OR THE HIRER LEAVES THE HALL IN AN UNTIDY OR UNCLEAN STATE, THE COMMITTEE RESERVE THE RIGHT TO FORFEIT PART OR ALL OF THE BOND.**