

BURRAWANG SCHOOL OF ARTS INCORPORATED

ABN: 53 422 306 221

TERMS AND CONDITIONS FOR THE HIRE OF THE HALL

Preamble

The residents of Burrawang are the beneficial owners of the Community Hall and its facilities which date from the 1880's. The Committee encourages the use of the Hall by the community. Access to and hiring of the Hall is at the discretion of the Committee. The Hall is in a residential area governed by Local Council by-laws and regulations. There have in the past been some instances of hirers not vacating on time causing annoyance to neighbours. Accordingly, strict compliance with the obligation to vacate on time is required, additional charges may be made for the unauthorised use of the Hall.

Definitions

In this Agreement:

“Hall” means the Burrawang Community Hall located in Hoddle Street, Burrawang and owned by the Burrawang School of Arts Incorporated.

“Committee” means the Committee of Management of the Hall from time to time, and President of the Committee and member of the Committee have corresponding meanings.

“Bookings Manager” means the representative of the Management Committee who is authorised to take bookings and sign this Agreement on behalf of the Burrawang School of Arts Incorporated.

“Deposit” means the deposit referred to on page 8 of this Agreement under the heading “Hiring Costs”.

“Hirer” means any one or more persons who hire the Hall.

“Clean up checklist” means the checklist attached to this Agreement and which forms part of this agreement.

“Hiring costs” means the schedule of costs on page 8 of this Agreement.

Conditions of Hire

The Hirer agrees to the following conditions of hire by signing this document and will:

1. Accept sole responsibility for the care of the **Hall key**, collected from a nominated committee member (*loss will incur costs from the Bond for 'key replacement'*).
2. Keep **noise** to reasonable levels.

3. Cease all music by 11.30pm.
4. Vacate the Hall quietly by 12 midnight.
5. Make sure that **food and drink** is consumed only within the Hall, verandah or the paved area.
6. Prior to turning off all power and switching off all lights and locking all doors ensure that the premises have been vacated and that no one remains on the premises.
7. Ensure that all hired furniture is removed from the Hall before key handover and inspection. Hired furniture may be stored in the covered courtyard for later collection by the hire company.
8. Make sure that all power and lights are switched off when leaving the premises.
9. Be the last person to leave the Hall and to **lock all doors**.
10. Make sure the **gas heating, oven, dishwasher and courtyard drinks fridge**, if used have been switched off.
11. Make sure that **no naked flames** of any sort are permitted or used inside or outside the Hall with the exception of candles which may be used on the strict condition that they are confined within the protection of a glass storm/hurricane lamp shade or equivalent.
12. Ensure the Hall is left in the same condition as it was at the beginning of the hire period.
13. Take good care of all Hall equipment.

The Hirer agrees that the above responsibilities cannot be delegated.

Hirer's Liability

The Hirer accepts total personal responsibility for any damage caused by guests or staff or for any breaches of the above conditions of hire.

Bond Refund/ Bank account details

It is the sole responsibility of the Hirer to ensure that all bank account details provided for Bond Refunds are correct. The Burrawang School of Arts will not be held responsible in case of any such error.

Public Liability Insurance

It is the responsibility of the hirer to ensure that any caterer or other service provider or equipment provider has their own public liability insurance and the Hirer agrees to indemnify the Burrawang School of Arts Incorporated if it is held liable for any loss or damage occasioned by the act or default howsoever caused in whole or in part by any caterer, service or equipment provider.

Care and Conduct

Nails, screws or other fastenings must not be driven into or attached in any way to the walls, floors, timberwork, furniture or equipment.

Adhesive tape must not be attached to the paintwork.

Furniture or other equipment must not be removed from the Hall without permission.

Equipment must not be moved or relocated in the Hall without the approval of the Committee President or a member of the Committee.

No signs may be erected outside the Hall without the President's approval.

Beer kegs and ice buckets are restricted to areas nominated by the President or the Bookings Manager.

Safety

Smoking

The School of Arts Building is a smoke free zone. Smoking is permitted only in outside areas. Sand buckets provided are to be used exclusively to extinguish cigarettes. The Hirer must remove all butts from the sand buckets and place them in the garbage bins before exiting the Hall.

Fire

No flammable substances are to be brought into the Hall.

No outside fires of any sort are permitted.

Use of candles is confined to those protected by glass storm shades or equivalent. There is one fire blanket located in the kitchen and there are two fire extinguishers, one in the middle room, and one in the main hall near the kitchen. There is a fire hose reel located in the main hall. In the event of any fire in any part of the premises the Hirer is to ensure that the premises are immediately vacated, that the fire brigade is contacted and that attempts are immediately made to extinguish any fire.

The Hirer takes full responsibility for designating fire wardens and the management of any fire incident and for immediate contact with the fire brigade in the event of a fire.

Electrical

No double adaptors are permitted however power boards with overload switches may be used.

All electrical leads must be taped to the floor.

Water

All boiled water or hot water must be transferred in a safe manner.

Evacuation Plan

It is the responsibility of the Hirer to familiarise himself, herself or themselves with the Evacuation Plan located near the exit points. It is the Hirer's responsibility to ensure that all those in attendance, being guests or staff, are aware of the location of the exits and of the procedures to be followed under the Evacuation Plan if there is a need to evacuate the building. It is the responsibility of the Hirer to ensure that guests and staff are aware of the location of the assembly point on the corner of Hoddle and Crown Streets and to ensure that in the event of an evacuation that all persons in attendance have been accounted for.

Designated exits (including fire exits) are to be kept clear at all times.

Security

The Hirer is responsible for the security of the equipment belonging to the Hall, and the personal property of the Hirer or any guests or any other person invited on to the property by the Hirer.

The Committee may arrange for a security patrol to ensure that the premises have been vacated and that the Conditions of Hire in this Agreement have been complied with. It is the duty of the Hirer to ensure that any directions from any security patrol officer are complied with by any guests or staff. Any security patrol officer retained on behalf of the Committee is authorised to call for police assistance if there is any breach of the peace or failure to vacate the premises on time.

Parking

The driveway is a designated fire exit. Vehicles must not be parked on the driveway.

Safety of Children

Children must be supervised by an adult at all times.

Catering

All caterers are responsible for their own equipment and the cleaning of same.

All food and equipment must be removed at the end of the function.

Caterers must provide to the Hirer written proof of public liability insurance.

Alcohol

The supply of all beverages and compliance with the law in relation to the supply of alcohol is the responsibility of the Hirer. The Hirer is to ensure that the law relating to the responsible supply of alcohol is complied with in respect of any alcohol consumed on the premises.

Safe Surfaces

No polish or other wax products are to be used on the floors. All spills are to be immediately mopped up. The "Wet Floors" sign is to be placed on any wet area immediately a spill occurs.

There is to be no climbing on furniture, no running, sliding, skating, roller-blading or use of scooters, either inside or outside the Hall and its surrounds.

Animals

Animals are not permitted to be on the site.

Cleaning

The Hall, toilets and adjoining areas must be left in the same condition as they were found. All floors must be swept and all equipment put away correctly and all rubbish cleared away from the Hall.

All cigarette butts must be removed from the sand buckets in the courtyard.

The inside bins, when emptied, must be lined with garbage bags provided by the Hirers.

Rubbish is to be cleared away from the Hall and placed in recycle bins and other large bins placed at the end of the driveway for collection.

Confetti and glitter are not permitted.

Booking Policy

The Committee accepts reservations for advance bookings. A reservation will be held for up to fourteen (14) days. Should the deposit not be received within that time, the booking will be deemed to have lapsed.

All bookings are to be made through the Bookings Manager:

Poss Keech Ph: 0429 039 929

Email: plkeech@gmail.com

Viewing of the Hall may be arranged through the Bookings Manager at a mutually convenient time.

Bond

The bond is primarily a security for the risk of loss or damage. It has the secondary purpose of compensating the owners of the Hall for the unauthorised occupation of the Hall beyond the agreed time. The Hirer is fully responsible for the cost of remedying any damage to the building and the replacement of any broken or stolen equipment. The Hirer's responsibility is not limited to the amount of the security bond. The bond will be refunded only if the Hall has been vacated on time and only after an inspection reveals no damage or loss and that items on the attached checklist have been completed and the terms and conditions of this agreement have been complied with.

The hirer or persons authorised by the hirer and under the hirer's direction and supervision must attend the Hall on the next morning following the hiring period to complete all the tasks in the check list and must do so and vacate and lock the Hall by a time arranged with the Booking Manager.

If the premises are not vacated on time the parties agree that in addition to the loss of the bond, the amount of the deposit may, in the absolute discretion of the Committee, be forfeited as unauthorised additional occupation fees.

Method of Payment

Payment is accepted by bank cheque, direct deposit, personal cheque, money order or cash (by arrangement). Cheques should be made out to Burrawang School of Arts Inc. and posted to the attention of the Bookings Manager, Burrawang School of Arts, 35 Hoddle Street, Burrawang NSW 2577. Direct deposits can be made to: BSB 062-576 Account No. 00901759. Please ensure your name is included in the description of the transfer.

Cancellation Policy

If the booking is cancelled by the Hirer more than three (3) months before the hiring is to take effect the parties agree that 50% of the deposit will be forfeited.

If the booking is cancelled within three (3) months of the hiring date 100% of the deposit will be forfeited.

Emergency Contacts

Poss Keech (Vice President & Booking Manager)	0429 039 929
Trevor Donovan (Vice President)	0408 420 520
Gary Johnson	0488 070 738
Burrawang Village Hotel	(02).4886 4206

BURRAWANG SCHOOL OF ARTS INCORPORATED

ACKNOWLEDGEMENT

1. The Hirer agrees to the terms and conditions for the hire of the Burrawang School of Arts.
2. The Burrawang School of Arts Incorporated agrees to hire the Hall to the Hirer in accordance with the terms and conditions for the hire of the Hall.
3. The Hirer agrees to pay the hiring fees and any additional charges for loss or damage to the Hall or for the failure to vacate the premises on time.
4. The Hirer agrees to indemnify Burrawang School of Arts Incorporated for any liability to any third party occasioned by reason of the failure of the hirer to comply with the terms and conditions of this Agreement.
5. The Burrawang School of Arts Incorporated reserves the right to cancel or terminate any hiring at its discretion for any unforeseen circumstance in relation to the availability of the hall.
6. The terms and conditions of the hiring may only be varied with the consent of the Committee and any such variation is to be in writing.

THE HIRER

Full Name/s (block letters please).....

Date(s) and Rooms for hire

Address and Postcode

.....

Mobile Telephone Contact

Email Contact.....

Signature of Hirer

Date

THE COMMITTEE

Name

Signed

Date

(For and on behalf of the Burrawang School of Arts Inc.)
Bookings Manager/Committee Member

Mobile Contact

HIRING COSTS

Deposit	\$500.00	Deducted from hiring costs.
Bond	\$1,000.00	Refundable following inspection of the Hall and compliance with the terms and conditions of the Agreement.
Hall Hire	Weddings (3 Day Hire) \$4,000	.
Crockery/glassware/ cutlery	\$10.00 per person in attendance	The Burrawang School of Arts requires that no outside kitchen items (glassware, crockery, cutlery) are to be brought in. Only items provided for hire by Burrawang School of Arts are to be used.
Linen Hire	Hire of linen permitted through independent hire companies	

PAYMENT DUE DATES

- The deposit is payable within fourteen (14) days of the signing of this Agreement.
- The bond and balance of Hall fee are payable twenty-eight (28) days before the event. Any other costs are payable fourteen (14) days before the event. If not paid, the Burrawang School of Arts Incorporated has the right to cancel the booking.

Contact for Booking: Poss Keech Ph: 0429 039 929
 Email: plkeech@gmail.com

CLEAN-UP CHECKLIST

GARBAGE

Please place in plastic bags before putting into bins.

BOTTLES & RE-CYCLABLES go into same bins with garbage.

COLLECT ALL LITTER FROM GROUNDS OF HALL, including cigarette butts from sand buckets in courtyard.

LEAVE KITCHEN CLEAN & TIDY

Crockery, glassware & cutlery used free from foodscraps & put away.

**ENSURE OVEN HAS BEEN SWITCHED OFF AND
SWITCH OFF GAS AT THE WALL**

**ENSURE DISHWASHER IS RINSED OUT CLEAN AND
SWITCHED OFF.**

SWEEP FLOORS AND MOP KITCHEN FLOOR

TURN OFF OUTSIDE DRINKS FRIDGE & RE-LOCK.

**RETURN ALL CHAIRS AND TABLES TO THEIR
ORIGINAL LOCATION.**

**TURN OFF GAS HEATING IN MAIN HALL &
UNDERFLOOR HEATING IN MIDDLE HALL**

TURN OFF ALL LIGHTS

LOCK ALL DOORS (except lavatories)