

Sample of Hall Hire Conditions

❖ Application

- 1) Applications for use of the Community Colleges Hall are made by completing the Hall Hire Agreement supplied.
- 2) Charges for use of the Hall must be paid at the time of application or in the case of ongoing use, by arrangement with the booking officer.
- 3) A signed Hall Hire Agreement is conclusive evidence that the Hirer accepts these conditions of hire.
- 4) The right to accept or refuse the application is at the discretion of the Booking Officer.
- 5) In the event that this application is rejected, all monies paid will be refunded immediately.

❖ Cancellation

- 1) The Hirer may cancel its booking by written notice to the booking officer at any time before the hire date.
- 2) All monies will be refunded to the Hirer upon receiving written notice of the cancellation less \$? cancellation fee.
- 3) The Booking Officer may cancel the booking by written notice to the Hirer at any time before the date of hire if the Booking Officer becomes aware that any event, good or service proposed to be held or provided by the Hirer is objectionable, dangerous, is prohibited by law or would be otherwise be detrimental to the Community Colleges.

❖ Hirer's Liability

- 1) The Hirer must pay a bond of \$? to the Booking Officer upon acceptance by the Booking Officer of the Hirer's application.
- 2) The Hirer must not do or allow to be done on or in relation to the Hall anything which may or does cause damage.
- 3) Nothing is to be attached to the walls, floors, curtains or any part of the buildings, nor shall signs, scenery etc be erected without the express permission of the Booking Officer.
- 4) The bond will be refunded in full provided that no damage is done to the Hall and the surrounding property is left clean and tidy.
- 5) Should any damage occur, the booking officer's assessment shall be final.
- 6) Should the Hirer lose the keys and replacement locks be necessary, liability for this cost will rest with the Hirer.
- 7) The Hirer must provide a copy of insurance to confirm the brooking of the hall.

❖ Disputes

- a. In the case of any disputes arising, the decision of the Community Colleges will be final.

❖ Condition of the Hall

- 1) The Community Colleges makes no warranty or representation to the Hirer about the condition of the Hall or its suitability for the Hirer's purpose.
- 2) The Hirer acknowledged that they have inspected the Hall and warrants that the facilities are suitable for the Hirer's purpose.
- 3) The condition of the Hall should be left in the same condition as the Hirer found it noting:
 - Chairs are to be stacked neatly by colour/shape.
 - All rubbish is to be removed from the Hall.
 - All external doors are to be locked.
 - Chairs are to be returned to store room.
 - Toilets are to be cleaned and swept.

4. Use of the Hall

General

- 1) The Hirer must not breach any of these Conditions of Hire.
- 2) Use of the Hall by the Hirer is at the risk of the Hirer at all times.
- 3) Community Colleges will not be responsible for the acts or omissions of contractors. engaged by the Hirer. It is recommended that Hirer ensures all contractors have public liability insurance.
- 4) No sales of any kind are permitted without prior approval.
- 5) Sub-letting of the Hall is not permitted.
- 6) Persons authorised by the Booking Officer shall at all times be entitled to free access to all parts of the building.
- 7) The Hirer is aware that the Hall is in a residential area and that all persons attending the Hall must refrain from any behaviour which could be reasonably construed as disturbing the neighbours or infringing on a person's property and/or rights.
- 8) The Hirer of the Hall and guests are confined to the Hall and its accompanying facilities, this does not extend to any other property owned by the Community of Chris.
- 9) Guests are asked to park in the street. Parking on the lawn or nature strip is not permitted.
- 10) Any cars parked on the Community of Christ grounds must be removed.
- 11) The Community of Christ accepts no responsibility for private property left in the Hall.

Kitchen Facilities

- 1) If Kitchen Facilities are to be used, all appliances must be left in a clean and tidy condition.
- 2) No food or drink may be left in the Hall and/or facilities.
- 3) All rubbish must be removed from the Hall and placed in the appropriate bins.
- 4) Cool room is to be left on.

Planned Activities/Entertainment

- 1) Any planned activities or entertainment must be submitted for approval prior to the hiring period.
- 2) Entertainment that is not in keeping with the values and standards of the Community of Christ will not be permitted.
- 3) Noise must be contained within the requirements of the council. Music must cease at midnight on Fridays and Saturdays, 10:00pm on Sundays and 11:00pm on all other days.
- 4) It is the responsibility of the Hirer to obtain any necessary permits from the relevant authorities as required for planned activities.

Alcohol

- 1) Approval for the consumption of alcohol may be withheld at the discretion of the booking officer.
- 2) Under no circumstances shall liquor be sold until approval from the booking officer has been obtained and the necessary liquor permit is sighted at the time of obtaining the Hall key and payment of the bond.
- 3) Normal liquor regulations apply. Alcohol is not to be served to guests under 18 years of age.

Smoking

- a. Smoking is not permitted in the Hall.