

CONDITIONS OF HALL HIRE

- 1) All applications must be made on the form provided & signed by a responsible person in whose name or organisation on behalf the hall is being hired.
- 2) COSTS:-

(NOTE: We accept payments for Hall Hire in cash or via Electronic Funds Transfer cleared 7 days prior to booking. EFTPOS or cash is available for bar purchases.)

  - a) The fee for Hire of the Hall is \$350. A reduced fee applies for Members (\$150), Wakes (\$250), and Community Groups (\$150). A deposit of \$50 is payable at the time of application. The balance of the fee is to be paid on, or before, the Thursday prior to the function, at a time arranged with the Hall Hire Officer.
  - b) A bond of \$300 - (Community Groups- \$150.00) is payable on, or before, the Thursday prior to the function. This is refundable on the Thursday following the function, providing the hall and surrounds have been left clean and tidy, and no damage has been detected.
  - c) There is an additional charge of \$22, levied by Nillumbik Council, to cover Public Liability insurance for the duration of the Hall Hire. We will collect this fee on behalf of the council.
  - d) Speaker Unit hire (\$50.00 for duration of event) -Sony 1500 watt- input from Bluetooth, Ipod, Ipad or Smartphone as well as CD's.
- 3) If you are paying for the services of any professional caterer, band, DJ, or jukebox, you must provide the Hall Hire Officer with a copy of their current Public Liability Insurance Certificate a week prior to the event. If a certificate is not received by this time, then alternative arrangements for entertainment/catering will need to be made by the hirer.
- 4) Due to the requirements of the Liquor Licensing Act, NO alcoholic beverages purchased from outside the club can be consumed on club premises. All alcoholic beverages must be purchased from the club bar. It is the hirer's responsibility to ensure that no alcohol purchased outside the venue is consumed on the premises. After a third warning by bar staff, the event will be terminated if there is a further breach of this requirement.
- 5) Drinking on the Dance Floor is not permitted. This is a safety issue, and hirer's will be asked for assistance in enforcing this rule.
- 6) Persons under the age of 18 years will not be permitted on the premises unless accompanied by a responsible adult defined as:
  - a) a person over the age of 18 years, and who is either the younger person's parent, stepparent, legal guardian, grandparent; or
  - b) the younger person's spouse, providing they are over 18 years; or
  - c) a person who is acting in the place of the parent and who could reasonably be expected to exercise responsible supervision of the younger person.

A list of all under '18's and the responsible person must be provided to bar staff at the start of the function. No alcoholic beverages will be served to a person under the age of 18, nor should they be purchased for persons under the age of 18.
- 7) The function will start AND finish at the time as agreed on application form. The function shall not extend beyond 12 am. The bar will close at 11.30 pm.
- 8) Access to the hall for decorating etc. prior to the function must be arranged with the Hall Hire Officer. No decorations are to be hung from the ceiling or rafters, or placed on the dance floor (including balloons).
- 9) All food, decorations and rubbish must be removed from the hall and surrounds before leaving after the function. The hall, kitchen, toilets and surrounds are to be left in a clean & tidy state within an hour of the completion of the function unless you decide to pay a cleaning fee of \$100.00, by prior arrangement with the Hall Hire Officer. Please see the list on the kitchen wall or ask bar staff for details of the cleaning requirements. Any theft or damage to property shall be paid for by the person hiring the hall. Refer to point 2b.
- 10) Sub-letting is not permitted.