

STANDARD CONDITIONS FOR THE HIRE OF BUNDANOON SOLDIERS MEMORIAL HALL

Each hirer must sign a user agreement and comply with the conditions of hire.

A bond and deposit are to be paid in advance of hire of the facility. Where possible, all fees should be paid in advance.

Reimbursement of the bond is subject to the facility being left in a clean and tidy state. A charge of \$30.00 will be deducted from the bond if the Hall key is lost or damaged by the hirer.

A regular hirer making application for seasonal /annual / term use must nominate commencement and finishing dates and times.

The hirer agrees to use only that part of the facility nominated on the Hall Hire form for which the fee has been paid.

Sub-rental by hirers, which have been allocated the use of the facility, is prohibited. **A hirer may not assign this agreement or part with possession of the facility under any circumstances.**

The hirer must give fourteen (14) days notice of cancellation. Otherwise full payment must be made.

The hirer must state the nature and type of activity; any activity outside your normal agreement may require another agreement.

Hirers must ensure they obtain the necessary permits for their activities.

All hirers must maintain a Public Liability Insurance Policy for a minimum of Twenty Million Dollars (\$20,000,000) and indemnify Wingecarribee Shire Council and the Bundanoon Community Association arising from the actions of the hirer of the facility by any person club or organisation and also arising as a consequence of the breach of this agreement by the Hirer / User.

It is the responsibility of the hirer to ensure that all persons participating in an activity conduct the activity in an appropriate and responsible manner in accordance with any rules governing the activity and not expose themselves and other persons using the facility at risk of injury or ill health.

Hirers must familiarise themselves with the items listed below when arranging an event at this facility and advise those attending the event of the following:

SAFE ACCESS AND EGRESS POINTS - must be kept clear at all times.

EMERGENCY EXITS, EVACUATION PLAN.

IN CASE OF FIRE CALL 0.0.0.

THE LOCATION OF FIRE EXTINGUISHERS AND HOSE REEL.

Seating permitted as follows:

Concert/theatre style seating - maximum 200; preferably 160-180

Concert seating with refreshment stations - maximum 160

Tables/chairs - maximum 120 (15 tables of 8)

There is NO SMOKING ALLOWED in the facility.

The use of smoke effects and/or pyrotechnics is not allowed within the Hall. No-one is permitted to interfere with the smoke alarms, fire alarms or fire exit signs.

Spotlights may not be moved/alterd except by Council approved contractots - hirers will be charged for such work to be done.

The hirer must report to the Booking Officer all major / critical / serious incidents no later than 24 hours after the incident has occurred

It is a requirement that all hirers conduct a pre-use and after-use inspection of the facility.

Any unsafe facility **MUST NOT BE USED** and must be reported to the Booking Officer immediately.

The Bundanoon Community Association cannot be held responsible for the damage or loss of equipment brought and / or left on the premises.

All portable structures must be used in strict accordance with manufactures instructions / guidelines and be approved for use by the Booking Officer.

All electrical equipment must be tagged.

All music must be kept at a reasonable level at all times of day/night

Nails, screws, or fastening devices are not to be used in the facility.

Adhesive materials not to be used on walls or floor under any circumstances.

The setting up of tables and chairs is the responsibility of the hirer as well as returning them to allocated storage areas. Tables and chairs are not to be dragged across the floor.

Users of the stage sound equipment must return it to the sound cupboard.

Hirers must report any faulty equipment to the Booking Officer

Cleaning:

All floors are to be swept clean after use.

Where possible, rubbish is to be taken away by the hirer/s, especially at events where participants bring their own food and drinks.

All rubbish, including that from kitchens and toilets is to be placed in the RED TOP BIN.

YELLOW TOP BIN to be used for recyclable material only.

Any excess glass bottles are to be removed by the hirer.

All chairs in the main hall are to be stacked 14 high and returned to the chair store using the trolley

Users of the kitchens must wipe down the benches and mop the floors.

Users of the urns must empty them and return them to the bottom kitchen.

Users of the refrigerators must wipe them out, switch them off, and prop them open.

All cleaning equipment is to be returned to the stair area racks.

When leaving the facility turn off all lights and lock all doors securely.

The schedule of hire rates will be provided by the Bundanoon Community Association through the Booking Officer.

No fees will be waived or reduced unless a written request is considered by the Bundanoon Community Association through the Booking Officer.