

ARMENIAN CHURCH COUNCIL OF AUSTRALIA IN VICTORIA

HALL RULES

- 1 Return tables and chairs as you found them. Tables to be lifted into position, not pulled across the floor.
- 2 Sweep floors, this must be done straight after the function. It is the hirer's responsibility to check and avoid consequential payment for non scheduled cleaning.
- 3 Make sure the toilets are in a clean state.
- 4 See that all crockery is washed and dried.
- 5 All bottles and rubbish must be taken away when vacating the venue.
- 6 Care must be taken to attach and remove any decorations. Any repairs necessitated from the attachment/removal of decorations will be charged to the hirer.

SECURITY

All doors, gates and windows must be secured when leaving. All keys must be returned. Additional charges will apply to replace lost keys.

NEIGHBOURING PROPERTIES

Abide by Environment Protection "Residential Noise" Regulations 1997 and to be considerate to the neighbours of the hall.

NO SMOKING IN THE HALL

Smoking is prohibited in the building by law

WHEN LEAVING

Check that all lights, heaters and air-conditioning are turned off. Check that the kitchen appliances including stoves, ovens etc. are also turned off.

THANK YOU FOR YOUR CO_OPERATION.