



## Logan Village Community Hall Rules

**Hirers, please familiarise yourself with these rules and ensure compliance by all hall users. You have signed a legally binding contract to agree by these rules. Non adherence may lead to eviction and/or loss of bond.**

Please ensure all monies are paid by nominated dates. If paying by EFT/Direct credit, our bank details are:

Lions Club of Logan Village Inc. – Hall Account

Bendigo Bank Logan Village      BSB 633000      Account No 131437378

Please use reference as per contract ie: Surname hire ddmmyy or Surname bond ddmmyy etc

1. Before the commencement of the function/event, the Hirer is to familiarise themselves with the Emergency Evacuation Plan and associated instructions, that are posted at various locations within the Hall;
2. At the commencement of the function/event, the Hirer is to ensure those in attendance are aware of the Emergency Evacuation Plan and location of emergency exits;
3. Strictly NO SMOKING in any part of the hall (including kitchen), and including any part of the wheel chair ramp or within 4 metres of the building;
4. **Emergency exits** are to remain clear of obstacles and not be blocked in any manner ( stage rear door, ramp and front door);
5. Chewing gum or bubble gum is strictly **PROHIBITED** within the Hall;
6. Decorations may be placed on existing hooks and anchor points.  
Blue tac may not be used. **DO NOT** use nails or adhesive tape/stickers on any surface which includes the floor, walls, posts and ceilings. Damage will result in loss of bond;
7. For their safety, **STRICTLY NO UNSUPERVISED CHILDREN** to enter kitchen area;
8. Should you be using the AV System, **ONLY THE PRINCIPAL HIRER** is to enter the AV control room.
9. If screen is down, please do not allow anybody on stage, (**EXCEPT THE PRINCIPAL HIRER**) or allow guests to touch screen as this may result in damage.
10. Microphones (there are 2) have fresh batteries, please do not pull apart.
11. Be aware the Hall is situated in a residential area. Noise is to be kept to a minimum when outside the hall and when leaving the area. The Hirer is responsible for guests leaving. Any damage caused to the hall, grounds or roadway will result in bond being forfeited. Lions suggest the use of registered security personal. The local Police from the nearby Logan Village/Yarrabilba station also patrol the Hall and precincts.
12. Parking –**DO NOT PARK** in driveways either side of the hall, thereby blocking access to the Lions Club situated at the rear of the hall. Parking is available within the Lions precinct at the rear. Please park in an orderly fashion and not on the grass. Street parking is also available. There is a drop off/loading zone clearly marked, adjacent to the side ramp. **Strictly 10 mins standing ONLY.**

**AT COMPLETION of the function/event, the following tasks MUST be carried out. Failure to do so will result in full or partial loss of bond.**



1. Cleaning. Cleaning equipment is located in cupboard next to the double door fridge in kitchen. Mops and buckets are in rear room off kitchen and outside the back door.
2. All hard floors, if needed are to be swept. Kitchen floor is to be mopped (if used). Main dance floor is to be swept and then mopped if needed with a damp mop only;
3. All tables/benches are to be wiped down. Tables/chairs to be placed back on the sides as per directions – tables on black cross – 7 chairs per table.
4. All toilets are to be brushed, flushed and floors mopped.
5. All bins inside the hall are to be emptied into wheelie bins (outside, adjacent to wheelchair ramp). This includes toilet bins. If necessary, bins are to be washed. New liners are to be inserted into bins if required. They are located under sink.
6. There is a hot water tap with a hose attached in the rear kitchen room. Make sure you turn it off tight, as hirers have left it dripping causing localised flooding.
7. All decorations are to be removed.
8. If you Move tables DO NOT DRAG ON DANCE FLOOR AS THIS WILL DAMAGE THE FLOOR AND CAUSE YOU TO LOSE YOUR BOND.
9. All equipment, foodstuffs and drinks brought into the Hall by hirer and guest is to be removed. If double door fridge in front of hall has been used (drink fridge), please leave clean, turn off (switch is on side, up high on left) and leave at least one door ajar (use chair). Do not switch off at wall;
10. If Hall is not cleaned to a satisfactory standard, then a cleaning fee of up to \$300 may be retained from your bond. Further bonds money may be retained due to damage or if the condition of the Hall results in another Hirer's cancelling due to your negligence;
11. Shut and lock all doors and windows. Please take care to ensure side fire door is closed correctly.
12. All fans and lights are to be turned off. Centre row of lights over dance floor can be turned off at front door.
13. Please report any defects or issues to a representative of the Lions Club.
14. As the Hall is continually hired it will be inspected at 6am the following day, so please don't expect to be able to return the next day to clean;
15. If damage is caused to any fittings, surrounds or structure where the cost of repair exceeds the bond value, then the Hirer will be invoiced for the repairs and will be liable for that debt;
16. Following inspection and return of key/fob, your bond will be fully refunded by the agreed method (in cash or direct debit) as soon as possible, but within 3 days. The majority of Hirers receive their bond back in full.
17. If agreed, the key/fob may be deposited into the key/fob return box situated near the front door.
18. Please note if fans and/or lights are left on then a fee of \$20 will retained from your bond for excess electricity. **THEREFORE, PLEASE ENSURE YOU TURN OF ALL INTERNAL LIGHTS (switches near kitchen roller shutter) AND fans (up on stage). Some external security lights are on a timer and cannot be switched off.**

**Thank you for choosing to use the Lions Club Logan Village Community Hall. I trust your event/function will be a success. Should you have any issues please contact your Lions Club representative**

**Name:**.....

**Mobile:**.....