HALL HIRE FORM FOR HIRE OF CAMBOOYA PUBLIC HALL.

Email: cambooyahall@gmail.com

For Cambooya Public Hall hire enquiries, please phone the Booking Co-Ordinator on 0407535840

PLEASE NOTE: Until the Signed Forms have been received, your booking is NOT confirmed.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Post Code: \_\_\_\_\_\_\_\_\_\_\_

Mobile Ph: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of hire: / / Time: \_\_\_\_\_\_\_\_\_am/pm to \_\_\_\_\_\_\_\_\_ am/pm

Intended Use/Purpose:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I confirm that I have read and understood all the conditions regarding hire of the Cambooya Public Hall.

Hirer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: / /

**Cambooya Public Hall Hire payment options:**

Bond and Hire costs will be advised by Booking Coordinator.

Preference is to pay by bank transfer using your Name as reference –

Bank Details: BSB: **064459** – Account No: **10178299**

**Your refund bank details:** BSB................ Account No........................................

**Hire Costs**

**Bond** for all hires is $100

**Hire Costs**:

* Cost of hiring the CPH mid-week:
	+ $25 for up to 2 hours
	+ $50 for 2-4 hours
* Special events/functions – contact booking coordinator

*\*PLEASE NOTE – All noise is to be* ***reduced******from 10pm.*** *It is a Council requirement that All functions* ***MUST*** *end by Midnight, – all noise and lights are to be turned off by Midnight.*

Keys must be returned by 9 am of the day following end of rental period, or as per arrangements made with the Committee Member.

If organised activity specifically involves children, do you (Hirer) and all employees (if any) hold “Working with Children Blue Cards”? *Yes No N/A*

18th or 21st Function **must** be registered on the “Party Safe Register”? *Yes No N/A*

Please email signed **page 1 and 5** to cambooyahall@gmail.com once booking confirmed, and arrange full payment.

Booking Coordinator will notify Hirer of Key collection process prior to hire event.

I confirm that I have read and understood all conditions regarding hire of The CPH Hall.

CONDITIONS FOR HIRE OF CAMBOOYA PUBLIC HALL

For all CPH hall hire enquiries, please phone the Booking Coordinator on 0407535840

**IMPORTANT**:

1. Please read all conditions carefully before signing agreement. By signing agreement, you are confirming that you have read and understood all conditions regarding the Cambooya Public Hall hire.
2. If you don’t understand any of the following conditions please ask for assistance.
3. It is also suggested that you retain a copy of the following conditions until period of hire ceases as a reference when conditions are being complied with and ensuring hall is to a satisfactory standard upon leaving.

**Definitions**:

1. Committee = Committee of Cambooya Public Hall.
2. Hire = One off event
3. Hirer = The person that executes the Hall Hire Form and their agents, assigns and successors

**Facilities provided** (cost inclusive in hire fee):

* 2 x Large fridge/freezer
* Electric oven & cook top
* Dishwasher
* Electric urn
* Microwave oven
* 10 x eight-seat tables
* 100 x chairs
* Glasses, china & cutlery settings for 80 people
* Fans
* Built in sound system/PA
* 1 x split system air conditioner
* 5 x internal toilets (1 disability friendly) & 1 external toilet
* Large car park
* Cleaning materials

**Supplementary information:**

* All items located in and at the hall remain the property of the CPH at all times before, during and after the hire period, and title to items shall not pass, nor shall it be deemed to pass to hirer in any circumstances what so ever.

 **Requirements prior to hire:**

* The hirer must advise the intended use of the CPH Hall.
* If hall hire is for an 18th, 21st, Graduation functions etc, the following points **MUST** be adhered to:
1. Function must be registered on the “Party Safe Register” with the Police
2. All available carparks on site are to be used before parking in the street
3. Notify neighbours by way of a letter drop, in Gore St and Harrow St (the houses close to the hall)
* Completed Hall Hire Form and payment of deposit **must** occur before hirer has access to the hall.
* The hirer that intends to provide activities for children during their elected rental period **must** hold a Current Working with Children Blue Card, this also applies to anyone that the hirer may employ during the rental period and copies of Blue Cards of all hirers and employees must be provided to the Committee on request.

**Hirer covenants:**

* If a hirer is providing activities involving children, that hirer or their employee shall remain responsible for the safety and wellbeing of the children from the time that they are present at the Hall, up to and until the children are collected by their parent/guardian from the designated pick-up zone. Further the Hirer indemnifies in relation to any claim for death, injury or losses resulting from the Hirer’s failure to comply with this Clause.
* *All hirers indemnify and hold indemnified the Hall Committee and its members from any liability in relation to activities conducted by or on behalf of the hirer.*
* Any maintenance requirements or breakages are to be reported immediately to booking coordinator
* All government regulations concerning noise and alcohol consumption must be adhered to..
* All functions **MUST** end by Midnight, with **reduced** noise **after 10pm** – all noise and lights are to be turned off by Midnight (Council requirement).
* Hirer shall leave hired equipment in as good condition and working to the same standard as at the date of hiring commenced. Should the hirer fail to do so, the hirer shall be responsible for all costs incurred by CPH in making good, repairing or replacing the equipment or goods.
* If any keys are lost it is the responsibility of the Hirer to pay for replacement keys to be cut, and if main door key lost - cost to replace main door lock.
* Hirer shall be responsible for the security of hired equipment whilst it is in the hirer’s possession or control. The Hirer is to care for and keep safe against all loss and damage to equipment occurring during the period of hire. If any equipment is lost, stolen, damaged in any way due to any act or omission of the hirer, the hirer will be liable for the repair or replacement cost of the relevant equipment. Under no circumstances is the hired equipment to leave or be taken or transported from the CPH unless prior written permission is provided by the CPH Committee.
* Hirers must not place any decorations on walls by any means that could damage the paint.

**Clean-up and lock-up**

At the end of the term hire period, the hirer must attend to the following:

* Sweep floor and mop toilets.
* If required mop hall floor as well, especially if food was consumed or dirt/mud is present.
* Empty rubbish bins and replace liner.
* Clean toilet cubicles
* Clean oven, benchtops. cook top & fridge (if used)
* Empty Dishwasher (if used)
* Pick-up any litter in surrounding outside area
* Remove Decorations
* Turn off all lights, hot water, fridges & air conditioners
* Securely close and lock all windows and doors.
* Return keys to key-box and lock.

**Final inspection:**

*Note*: you may request, when booking, to be present while inspection takes place.

Upon inspection of the Cambooya Public hall after any hired session, if it is found that the Hall or its contents (including any property owned by the CPH) are damaged or items are missing, any or the entire bond will be used to repair or replace item. If the loss or damage is greater than the bond amount paid, the Hirer will be responsible for paying any sum necessary to repair or replace any loss or damage to the Hall and/or Hall contents, above the bond amount and will be notified by post of this amount, at which point payment must be made within 14 days.

Similarly, if upon inspection after any hired session the Hall is found to be left in an unclean or unsatisfactory state, in the opinion of the Committee, and the hire of a professional cleaner is necessary, the bond will be used to cover the expenses regarding same. This also applies to any property belonging to the CPH and if any property requires cleaning a minimum cleaning cost of $50.00/hr will be charged to and paid by the hirer.

**Acknowledgement of terms and conditions for hire:**

Hirer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /

Committee Member Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /