



Arthurs Creek Mechanics Institute
906 Arthurs Creek Road, Arthurs Creek Vic 3099
arthurscreekhall@gmail.com 0423 864 542

Conditions of Hire

WELCOME TO THE ARTHURS CREEK HALL - OUR COMMUNITY HALL

The Hall has now been serving the local community and surrounding districts since 1887.
The Arthurs Creek Hall Committee trusts that you will find everything in order for your proposed function

A CONDITION OF HIRE:

Is that all hirers must follow the Government Covid Guidelines at the time of the hire.

Please read the notes concerning the operation of the Hall. These notes have been prepared to assist you in the organisation of your function, your safety and the well-being of both your guests and the Hall.

BOOKINGS COORDINATOR:

Contact Ruth White on 0423 864 542 or email arthurscreekhall@gmail.com

BOOKING FEE:

A Booking Fee is required. This is a **non-refundable** deposit that secures your booking.

BOND:

A Bond is required. **Your Bond payment and the balance of the Hall Hire fee is due two weeks prior to your function.** The Bond is refundable, after inspection by a Hall Committee member, providing the Hall is seen to be left in a satisfactory condition after your function (i.e. in the same condition as it is prior to your function and prior to key collection)

The Bookings Coordinator will arrange a time with you to collect the keys at the Hall **on the day of your function.** The Bookings Coordinator (or Hall Committee member) will arrange **Bond inspection** of the Hall and key collection after your function.

INSURANCE:

The Compulsory Public Liability Insurance Cover for private functions is included in your hire charge. Public Groups will be covered by their own Public Liability Cover.

**PLEASE NOTE –
AS PART OF THE HALL COMMITTEE RISK MANAGEMENT POLICY –
THE HALL WILL BE CLOSED ON A TOTAL FIRE BAN, EXTREME (Orange) or CATASTROPHIC
(Red) DAY DECLARED FOR CENTRAL REGION**

Arthurs Creek Hall Access and Facility Information

KEY / ENTRY:

The key is obtained from the Bookings Coordinator (at the Hall on the day of your function). Entry to the Hall is through the kitchen door at the end of the side-paved area. Open and close the sets of double doors by releasing the bolts inside the main Hall. These doors must be locked prior to leaving the site. The kitchen door and kitchen storage cupboard use the same key. The same key opens the padlock to the paddock at the back of the Hall **for extra parking**. There is a separate key for the roller doors on the storage shed and the toilet blocks.

LIGHTING / POWER:

The main switchboard is located on the inside wall of the main Hall, on the left-hand side of the front double doors. All power and lighting is provided from this board (as per instructions). The **toilet light switch** is on the wall next to the switchboard marked WC. The switch for the **Hall downlights** is above the switch marked WC. The light switch for the **storage shed** is inside the shed on the right hand side (near mops)

APPLIANCES:

The Hall is equipped with an oven and combination stove-top, pie warmer, double-door refrigerator, microwave oven, hot water urns and dishwasher (as per instructions).

AV EQUIPMENT:

A very sophisticated but easy to use AV system is available for hire. Ability to connect from laptop or smart device eg iPhone. Wireless handheld microphone.

AWNING:

The canvas awnings enclose the paved area. Leather straps to secure them are located in the bottom draw of the kitchen cupboards. Blinds must be rolled up after your function, **except when wet**. The pole for the outside blinds on the Western wall is found beside the stage (above coat hooks).

FIRE SERVICES / FIRST AID:

Please familiarize yourself with the locations of **fire extinguishers, fire blanket and Emergency Plan**. A basic First Aid Kit is on the shelf in the kitchen. **The Hirer shall incur any costs relating to unnecessary discharge of the fire extinguishers.**

HALL FURNISHINGS:

There are a number of trestle tables (2.4 long) round tables, 4 x bar tables and chairs available. All furniture must be returned to place of origin after the function. Please **handle with care and use trolleys**. **Six chairs per stack please** (check diagram in storage shed). There is a roll-down projection screen on the back wall of the stage and a lectern.

HEATING/COOLING:

The switch for the **heating and cooling** are located next to the stage and door to the kitchen. There is a reverse cycle system in the kitchen.

HOT WATER:

To turn on the hot water, turn power on at the switchboard. The hot water switch for the dishwasher is located in the kitchen on the rear wall to the right of the fireplace.

OUTSIDE FACILITIES:

Hall Hire **does not** include access to the Primary School grounds.

Arthurs Creek Hall Conditions of Use

THE FOLLOWING BOND CONDITIONS APPLY

This information outlines the Conditions of Use and is the basis of your
RENTAL AGREEMENT

- **NO TEENAGE OR 21ST BIRTHDAY PARTIES** permitted on the premises.
- PLEASE CONSIDER OUR NEIGHBOURS BY CEASING **MUSIC AND LOUD NOISE BY MIDNIGHT**
- THERE IS **NO SMOKING** INSIDE THE HALL
- **NO DRINKS BAR** INSIDE THE HALL
- The Hall must be **CLEAN AND VACATED BY 10AM** the following day after an evening function
- All **DECORATIONS** must be removed. Only masking tape can be used to attach decorations, absolutely no staples, blu tack or drawing pins are to be used.
- **NO CANDLES** with an open flame are to be used, due to obvious safety reasons.
- All **FURNITURE** must be stored in place of origin. It must be carried, not dragged. Please use the chair trolleys provided. Please make sure chairs are clean.
- All care must be taken with **WOODEN FLOORING**. The floor in the main Hall must be swept, using orange mop.
- The floor in the **KITCHEN** must be swept.
- All **APPLIANCES** must be cleaned out and switched off, including the pie warmer, microwave, stove top, inside the oven and the dishwasher drained and wiped out inside. All **FOODSTUFFS** must be removed from the fridge and it must be wiped out and turned off with the doors left open. It is the **HIRER'S RESPONSIBILITY** to ensure caterers have left the kitchen appliances cleaned as presented.
- **BBQ and/or SPIT COOKING** must be done on the gravel area near the storage shed. **NO FIRES CAN BE LIT.** Please use the **SAND BOXES** provided for SMOKERS in this area.
- **PAVED AREAS** must be swept or cleaned, removing any food or beverage stains.
- Any **RUBBISH** inside or out and including toilets, must be placed in trolley bins provided. Excess rubbish must be removed from the site. **No plastic bags can be left for garbage collection.** **BOTTLES AND CANS** must be removed from the site.
- All **DOORS** and **WINDOWS MUST BE LOCKED**. All **LIGHTS** must be turned off and **POWER TURNED OFF** (except designated switches) at the switchboard. There is a **TIMER LIGHT** for departure.