

# **Stokers Siding-Dunbible Memorial Hall Incorporated**

**ABN. 35141477994**

244 Stokers Road Stokers Siding

PO Box 8039

NSW 2484

## **Hiring Policy Including Terms and Conditions of Use & Application Form**

November 2016

**Stokers Siding-Dunbible Memorial Hall Inc.**

### **Hire Policy**

When you sign the Application for the Hire of the Hall you agree to the Terms and Conditions of Hire as outlined below. Payment by any person of any sum by way of rental of the Hall is also deemed to be an acknowledgment and acceptance of these rules.

## **The Hall**

Stokers Siding- Dunbible Hall is available for functions, meetings, classes, weddings and events, but not 18<sup>th</sup> or 21<sup>st</sup> birthdays, sorry. The Hall is community owned and managed by the Stokers Siding-Dunbible Memorial Hall Committee.

## **Booking Procedure**

- An Application to Hire the Hall can be made in writing on the Application for Hire form at the end of this document and be signed by the person responsible for payment of fees and any other charges arising from the booking and for the observance of these rules.
- Bookings will not be secured until the full hire amount has been paid on signing and accepting the Hall Hire Policy.
- All bookings for the Hall will be recorded in the Hall Diary by the Booking Officer. The Treasurer will issue a receipt of payment once funds are cleared at the bank.

## **Operating Hours**

The Hall is available for hire 7 days per week between 7am and 12.00 midnight with all music ceasing by 11.30 pm. We ask that all Hall Hirers and their participants are respectful of noise limits and behaviours due to the close proximity to residents in the Stokers Siding community. Hirers are required to arrange access to the Hall with the Booking Officer prior to the day of the booking.

## **Public Liability and Liability of Hirer**

The Stokers Siding-Dunbible Memorial Hall Committee shall not be responsible for the injury, loss or damage to the person or property of the Hirer, or any person in their employ or under their direction or any person attending any function organised by the Hirer of the Hall, except where it is determined that an injury is a direct result of a fault with the building or associated infrastructure.

It is strongly recommended that if your function involves activities that present a level of personal risk to any person or participant, you have a risk management plan, including public liability insurance cover.

You must have your own public liability insurance if your event is held to earn income, eg. charging fees, selling goods, etc. A copy of your Certificate of Currency must be provided to the Booking Officer before your booking can be confirmed.

The Hirer is responsible for the payment of any copyright fees as well as any fees payable for performing rights or for any fees payable to APRA <http://apraamcos.com.au/>.

The Hirer is required to hold a Responsible Service of Alcohol Certificate (RSA) and Liquor Licence if serving or selling alcohol. A copy of the relevant documents should be presented to the Booking Officer prior to the function.

## **Right of Refusal**

The Hall Committee reserves the right in its absolute discretion to refuse or to accept any application for Hall Hire or to cancel any engagement already made and the Hall Committee shall not be liable in any way for any loss or damage.

## **Disputes**

In the event of a dispute or difference arising as to the interpretation of the agreement as to anything contained therein or as to the meaning of any of the terms and conditions, the decision of the Hall Committee shall be final.

## **Cancellation of Hire**

Hirers are required to give at least 2 weeks' notice if they plan to not use the Hall.

## **Maintaining Order**

The Hirer shall be responsible for the maintenance of good order during the period of the function. The Hirer will not permit or support disorderly or offensive behaviour.

## **Parking**

Adequate parking is available on Stokers Road but not immediately in front of the hall. Parking is also available on the green opposite the Hall. Vehicles may be driven to the side of the Hall to offload equipment.

## **Telephone**

There are no public telephones at the Hall however there is a public phone outside the general store/post office. Mobile reception is best opposite the Hall on the green.

## **Decorations**

The hanging of streamers, flags bunting, lights or other decorations or the erection or placement of any structures is not allowed without prior agreement from the Hall Committee. No nails, tacks, screws, etc. are to be placed in the walls, floors, furniture or fittings of the Hall.

All decorations including tape are to be removed from the building after use and the Hirer is responsible for all waste and unused materials after the function.

All goods, property or materials brought in by the Hirer or any persons on their behalf must be removed no later than the expiration of the booking unless special arrangements have been made.

## **Objectionable Items**

The use of confetti, chewing gum, fireworks, candles or other articles deemed by the Hall Committee are prohibited.

## **Smoking**

Smoking is prohibited inside the Hall as per Section 6A of the Smoke Free Environment Act 2000 and not allowed within 4 metres of an entrance or exit from the Hall. Cigarette butts must be disposed of in the ashtrays provided. Hirers are expected to collect and dispose of discarded butts.

## **Vacating the Hall**

On completion of the booking, the Hirer is responsible for:

- Packing away tables (if used)
- Clearing chairs from the floor and stacking 2 up along walls.
- Sweeping and mopping the kitchen (if used) and toilet floors.
- Sweeping (only) hall floor.
- Placing contents of rubbish in the outside wheelie bins on the corner of the hall. Please be aware, the yellow bin is for recycled items only.
- Returning keys to the Booking Officer by the next day (if you have the key).
- Turning off all internal and external lights, ceiling fans and kitchen air conditioner (if used).
- Closing up and locking all entry points.

Please be mindful that other bookings may occur the day following your booking.

## **Bond**

A Security Deposit (Bond) is required to compensate against the cost of additional cleaning or breakages which may have occurred in the Hall whilst under your Hire. This amount will be agreed in writing at time of the application for Hire depending on type of event or function.

The bond will be in the form of a direct deposit into the Hall's Bank Account or a cheque made out to Stokers Siding-Dunbible Memorial Hall.

The bond is fully refundable and returned by cheque or direct deposit within 1 week after satisfactory inspection of the Hall provided all the conditions under Vacating the Hall have been met.

## Hire Costs

Details	Hire	Bond
Casual Rate up to 4 hours max.	\$10 per hour	\$50
Function rate Function rate for community and not for profit groups negotiable.	\$150 per day	\$200
Corporate rate	\$300 per day	\$200
Kitchen	\$50 per day	
Hall setup/packup (if required)	\$50	
Wedding package	\$300 plus \$5 per person	\$200

### **All levels of Hire are determined at the discretion of the Hall Committee.**

#### **Kitchen Use**

- Plates, bowls, mugs, cups, saucers and a mixture of cutlery located under benches are for use within the kitchen hire fee. **There is a basic range of cooking utensils provided. There are no drinking glasses, wine or beer glasses provided.**
- Urn breakage replacement is \$300.
- Cleaning materials are provided. You will require your own tea towels, chopping boards and sharp knives. You will need to provide your own tea, coffee, milk and any other food or drink items required.
- The white fridge is available for use but not the drinks fridge. Please remove all of your refrigerated items and the end of your hire.

#### **Hall setup**

- Arrange trestle tables and chairs according to hirer's table plan. Put out table cloths (if required). Pack away afterwards, sweep floors and launder table cloths (if required). Rate to be negotiated for additional requirements.

#### **Wedding Package**

- The wedding package includes formal crockery, cutlery, glassware & white table linen. The fixed charge includes full use of the kitchen & catering equipment. The wedding package includes hall setup/packup.

#### **Items for hire externally**

- Formal crockery, cutlery, glassware and linen hire \$5 per person.
- Food Platters \$2
- Coffee Dripolators are available for hire at \$20 per machine. Breakage replacement \$80.
- BBQ not including gas bottle \$20
- Projector and Screen \$50
- Gas heaters (2 available), \$20 each not including gas bottle, \$30 each including gas bottle.

**STOKERS SIDING – DUNBIBLE MEMORIAL HALL  
APPLICATION FOR HIRE**

Applicant:.....

Organisation name (if applicable):.....

Phone No:.....Email Address:.....

Address:.....

Date of Hire:.....Time from:.....Time to:.....

Name of event:.....

Estimated number attending event:.....

Kitchen required (yes/no).....

**Disclaimer**

I have read and agree with the Terms and Conditions of hire. Confirmation of this application will be made on payment of the hire charge and bond and I understand that the booking cannot be confirmed until these fees are paid.

Signature of Hirer.....Date:.....

**Serving or sale of alcohol**

If alcohol is to be **sold/served** at the function, you or another person responsible must have a RSA certificate and the function must be covered by a Liquor licence.

**Public Liability Insurance**

You must have your own public liability insurance if your event is held to earn income, eg. charging entry fees, selling goods, etc. A copy of your Certificate of Currency must be provided to the Booking Officer before your booking can be confirmed.

**Bond**

A bond is to be paid as set out in the Terms and Conditions as a direct deposit to the Hall's Bank Account. The bond is fully refundable and returned by direct deposit after satisfactory inspection of the Hall provided all the conditions under Vacating the Hall have been met.

Your bank details for refund of bond

BSB No.....Account No.....

Account Name.....

**Please sign and return this form only by mail or email to the Booking Officer**

Stokers Siding-Dunbible Memorial Hall  
PO Box 8039  
Stokers Siding NSW 2484

BSB 062-580 (CBA, Murwillumbah)  
Account No. 00901161  
(Please include your reference)

Contact Jim Watson 02 6677 9370, mobile 0427 144 603, email jimjim.wat@gmail.com