

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

March 2024

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 Memorial Hall is available for functions, meetings, classes, weddings and events, but not 18th or 21st 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 Calendar 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/>.

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 or as to any of the terms and conditions contained therein, 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 maintaining good order whilst preparing for the function, during the function and pack up afterwards. The Hirer will not permit or support disorderly, loud or offensive behaviour or language. The hall has neighbours living close to the hall. Respect needs to be demonstrated to these residents and limit excessive noise and sustained noise levels.

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 at the front of the hall outside or 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 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 Key Safe or 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.

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

Hire Rates at 12th March 2024

Details	Hire	Bond
Casual Rate up to 4 hours maximum.	\$20 per hour	\$50
Existing regular hirers at 12th March 2024	\$15 per hour from 1 July 2024	\$0
Kitchen	\$80 per day	\$50
Function rate	\$200 per day plus \$5 per person if applicable – see Note 1	\$200
Corporate rate	\$300 per day plus \$5 per person if applicable – see Note 2	\$200
Weddings	\$300 plus plus \$5 per person if applicable – see Note 2	\$200

Capacity of the hall is 120 people

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

Function rate Note 1 An additional \$5 per head applies up to 40 people if the formal crockery, glassware and white table linen is required. Table linen to be washed as required and returned. For more than 40 people a flat rate of \$400 applies.

Corporate rate & Weddings - Note 2 An additional \$5 per head applies up to 40 people if the formal crockery, glassware and white table linen is required. Table linen to be washed as required and returned. For more than 40 people a flat rate of \$500 applies.

Additional Hire Information

Weddings

The hire charge includes use of the kitchen and allowance of a day each side of the wedding for setup and packup (depending on hall availability).

Kitchen

- Kitchen hire includes oven, fridge, kettle and a basic range of kitchenware including plates, bowls, mugs, cups, saucers, glasses and a mixture of cutlery located under the benches and on the shelves, together with chopping boards, blender, food mixer, cooking utensils and pots and pans.
- The commercial coffee machine in the kitchen is for hall use only.

Kitchen Use

- You will need to provide your own tea, coffee, milk and any other food or drink items required.
- The two door fridge is available for use. The drinks fridge and freezer located outside the kitchen are not available for use.

At the completion of your kitchen hire

- Please remove all your items from the fridge, clean and turn off.
- Leave all surfaces wiped down and clean (cloths and detergent under sink).

- Wash and dry any items used and put them away (tea towels found under the hand washing sink).
- Check ovens – make sure all food is removed, clean and turn off.
- Empty bins and replace liners in the compost bin and land fill bin (replacement liners are under the hand washing sink. Ensure only the green compostable liners are used in the compost bins).
- Ensure air conditioning is switched off.
- Check cupboard under serving bench is padlocked.
- Check windows are closed and latched.
- Sweep and mop floor.

ADDITIONAL CLEANING FEES WILL BE CHARGED IF THE KITCHEN IS NOT LEFT CLEAN AND TIDY.

Hall setup

Hirer to arrange trestle tables and chairs as required. Twenty 1.8m tables and ten 2.4m tables are available for use. Pack tables away afterwards, sweep floors.

Items for hire externally

- Formal crockery, cutlery, glassware and linen hire \$5 per person.
- Coffee Drippers at \$10 per machine. Breakage replacement \$80.

**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 an 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, e.g. 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 Peter Holmes, mobile 0401 995 795, email stokerssidingdunbible244@gmail.com