

OVERVIEW:

The hirer shall in all cases, be liable for any loss or damage to the Brown Hill Hall facilities and/or equipment that is caused by, or due to, any actions or activities of the hirer, or any person involved in activities conducted by the hirer.

The hirer shall be liable for any injury or accident, which may occur to any person involved in any activity in the facility hired, or the surrounding area of the premises

The Brown Hill Public Hall committee and the City of Ballarat shall in no way be held responsible for any loss or injury suffered by the hirer, or any person taking part in any activity, session or event conducted by, on behalf of the hirer.

GENERAL CONDITIONS:

- **The hirer must be over 21 years of age and must be in attendance at all times during the hire**
- Smoking is prohibited in the hall and within four metres of entrances
- Subletting of the hall without prior consent is prohibited
- The hirer is responsible for the payment of all fines issued by authorised bodies
- The hirer must allow Brown Hill Hall committee member access to the hall at all times. Refusing access may result in your booking being cancelled and bond not returned
- The hirer is not permitted to charge or collect money from any person for entry to the facility without the prior approval from hall committee.
- An \$80.00 call out fee is chargeable or deducted from bond if a committee member is required to attend during your event for whatever reason.
- No hirer shall return to clean the next day. Failure to leave the premises at the specified time could result in the loss of bond.
- Air Conditioner operational fee is \$30.00. Contact manager for more details or remotes.
- Keys will not be issued unless full payment is made. Keys must then be returned by the negotiated time or replacement cost may be charged. Hirer is reasonable for keys.

SECURITY BOND:

The hirer must pay a security bond of up to the value of \$700 depending on the nature of the event. This must be paid prior to the event and will be returned as soon as practical assumed all these conditions are met at the end of the hire.

- The Brown Hill Hall Committee may, at its sole discretion, use the bond to make good the cost of remedying breaches of the conditions of hire (including cleaning charges and repair of damages)

PAYMENT:

- Payments can be made by cash or cheque only.
- Cheques are made out to "Brown Hill Hall"
- 10% deposit is required at the time of booking.
- 100% of payment is required 2 week before event
- Failure to cooperate with payment plans will result in your booking being cancelled and a \$50.00 administration fee being charged.

CANCELLATION:

- Should you wish to cancel your booking you must give us as much notice as possible
- A \$50.00 administration cancellation fee may be charged.
- Brown Hill Hall management has the right to cancel a booking any time without providing a reason to hirer.

PUBLIC LIABILITY INSURANCE:

- Where the hirer does not hold current Public Liability Insurance you are required to pay \$33.00 per day the hall is used.
- Application form is required to be filled in before event
- Failure to complete appropriate forms may result in your booking being cancelled

ALCOHOL:

- Alcohol may be consumed on the premises without a liquor licence provided it is not sold.
- You must tell the hall manager if you are going to provide, sell, serve or consume alcohol at the hall.
- If you are planning on selling alcohol at your event it is the hires responsibility to gain the rightful permits.
- The hirer is responsible for ensure underage drinking does not occur.

CLEANING:

- The hirer is responsible for ensuring that the hall and it's surrounds (including carpark) are left as they found them. Must be left in a clean and safe condition after use and all furniture returned to original place, stacked and stored in a tidy manner. All bins emptied, hall floor swept, toilets and kitchen cleaned.
- All rubbish is the responsibility of the hirer and shall be correctly placed in the receptacles or removed from the premises/precinct of the premises.
- The hirers are to supply their own bin liners and cleaning products e.g. Dishwashing liquid, spray and wipe, cleaning cloths and tea towels.
- **Mopping the hall floor is prohibited and will cause damage. Please clean spillages immediately with paper towels.**
- A Cleaning fee is chargeable if hall left in unwelcoming state

HALL DECORATIONS:

- From time to time the hall is decorated
- You are welcome to remove these and replace them with your own but,
- You must leave your decorations in replace of these or reinstate the previous decorations
- Failure to do this will result in a redecoration charge.

MUSIC AND BEHAVIOUR:

- Brown Hill Hall is located in a residential area. Please be cautious of this
- The hirer shall ensure that noise levels are kept to an acceptable level
- Attendees are to leave the premises quietly
- All functions are to cease no later than midnight
- Bond may be kept if a complaint is made.

EMERGENCY CONTACT:

Any emergency occurring in the hall during the period of hire shall be reported to PH: 0402 660 836.

ACCEPTANCE OF THESE CONDITIONS

Acceptance of these Conditions of Hire is essential for a booking to be processed. Accepting these Conditions of Hire implies your acceptance and knowledge of the content of this document.

I/We _____ Accept the above conditions outlined in this document.

Signature: _____ Date: _____

Name: _____