



Conditions of Hire

This document forms part of the Hall Hire Application

ORIENTATION

After your Hall Hire Application has been approved, we will contact you and make an appointment for an orientation of the facility. Orientation Sessions, for week- end hire, are conducted on Fridays before 3pm. Please allow 30 minutes maximum for the session. The Kitchen Supervisor is also required to attend this session.

At the Orientation Session, we will take you on a tour of the facility and show you where everything is and how everything works. You are free to take photos of the facility to keep as proof of how the hall was handed over to you.

We will also show you how to complete the Hirer Checklist and where to leave the completed form and keys at the end of your hire. **Note!** Only the Applicant or their nominated contact person is responsible for completing the list at the end of hire.

You will be asked to read and sign the Declaration of Compliance before being issued with the key and security code for the alarm system.

HIRER CHECK LIST

The Hirer Checklist is attached to this document and forms part of the *Conditions of Hire* and **must** be completed by the Applicant or their nominated contact at the end of hire and left in the designated place with the key/s. **Note!** Failure to return the completed **Hirer's Checklist** in the designated place after hire may affect your bond refund.

HIRE RATES

Note! Week-end hire rate starts from Friday 5pm to midnight on Sunday
Community Rate (available to not for profit Incorporated Associations) Proof of Incorporation is required. Casual Hire \$45 per hour week- day and \$50 per hour week-end plus GST Regular Hire \$40 per hour week- day and \$45 per hour week-end plus GST
Private Rate (for private parties and functions) Casual Hire \$55 per hour week- day and \$60 per hour week-end plus GST Regular Hire \$50 per hour week day and \$55 per hour week-end plus GST
Government Rate (Local, State and Federal Government) Rates: \$60 per hour week- day and \$65 per hour week-end plus GST
Commercial Rates – (profit making registered businesses) Rates: \$70 per hour week- day and \$80 per hour weekend plus GST
Use of Kitchen – additional \$55 plus GST per day for the use of the kitchen for all hirers

Note! The hire fee does not include setting up or packing up of equipment (tables, chairs, etc) utilised by the Hirer. This is the responsibility of the Hirer.

PROHIBITIONS

The Hirer is not permitted to affix any decorations or any matter whatsoever to any wall or fixture without prior approval. If these items are found upon inspection post hire, the hirer will be asked to return to the centre to remove them or pay a fee, in accordance with the rate outlined in the Additional Charges Schedule.

The Hirer is not permitted to take anything from the Centre that was not brought in by the Hirer. Loss of items incur the full cost of the item

A non-commercial Hirer, is not permitted to charge an entry fee, sell goods/ services or make money from the event, either through payment at the door or purchase of on- line tickets or through other means, unless it is for a fund raising event, in which case details need to be provided on the application form, together with a copy of the Fundraising Permit issued by the Dept of Fair Trading.

The Hirer is not permitted to sub-lease the hall, or any portion of it, to another party. The additional charge for subleasing the hall is \$3,000.

The Hirer is not permitted to use any part of the area outside the centre, that is not part of the approved application, such as the garden areas or the shared driveway adjacent to Robert's Park. If a breach occurs, CCTV footage may be provided to council for further investigation.

BOND

A \$1,000 refundable bond applies to each application for hire and is payable upon receipt of a Tax Invoice issued by the Greenacre Area Community Centre.

KEYS

The Hirer is responsible for the safekeeping of the front door key and for any other keys provided at the Orientation Session and for ensuring the return of key/s in the designated location at the end of hire.

If the Hirer loses the front door key, the Hirer will bear the cost of the new key and any other keys.

Note! The front door key can only be cut through Canterbury Bankstown City Council at a cost of \$60 per key.

FURNITURE AND EQUIPMENT

All furniture such as tables and chairs and any other equipment used, must be wiped down and returned to the exact location it was taken from. Failure to do so, could lead to the Hirer incurring extra charges. Refer Additional Charges Schedule below.

KITCHEN USE GUIDELINES

The aim of these Guidelines is to ensure that the kitchen is left tidy, clean and ready for use by others:

WHAT YOU NEED TO PROVIDE

- Utensils for food preparation, cooking and serving.
- Tea towels, detergent/ wash cloths and rubbish bags.
- Plates, cups, glasses and anything you need for your event

Note! Rubbish bags are to be placed inside the LOCKED RED RUBBISH BIN in the designated area outside before leaving the facility. The key for this bin will be provided at your Orientation Session.

CLEANING

- The kitchen bench top is to be wiped down using a **soft damp cloth only**.
- The stove/oven is to be washed using a **warm soapy sponge only**.
- The kitchen floor is to be swept and any water or food spillage should be cleaned
- Water for cleaning the kitchen floor must be obtained from the bathroom and disposed of in the toilet. Do not use the kitchen sink to dispose of dirty water
- No handwashing is allowed in the kitchen sink, in accordance with health regulations. Use the small hand basin in the kitchen for hand washing.
- The hall must be swept and if required it should be mopped to clean any spills, grease or food matter.

Note!

- Very hot items are NOT to be placed on the benchtop
- The glass stove top is fragile and nothing should be placed on top
- Use of the fridge or dishwasher is not permitted without prior approval
- No fridge fixtures are to be removed from the fridge

Failure to abide by the above Guidelines will incur the relevant charge listed in the Additional Charges Schedule

SMOKING

The Centre has a NO SMOKING policy and smoking is prohibited inside the building and outside the front door. If anyone is found smoking on the premises they will incur the relevant charge listed in the Additional Charges Schedule.

FIRE DOORS

Obstruction of Fire doors will incur the relevant charge listed in the Additional Charges Schedule. In the interest of safety, these exit doors should not be obstructed by placing tables and or equipment across them. These exits must be kept free of obstruction during the entire event. Failure to observe this will incur the relevant charge listed in the Additional Charges Schedule.

SECURITY

The Hirer is responsible for securing the premises and ensuring **all** water taps, power, lights and appliances are turned off, all external doors are locked and the alarm is turned ON upon leaving the premises.

Note! If the hirer has delegated this responsibility to someone else, the hirer is still responsible for any additional charges that may apply.

DAMAGE

The hall & associated amenities must be left in the same condition as at the start of hire. Failure to leave the hall clean, tidy and all furniture returned to its original place will attract additional charges. The Hirer will be held responsible for payment of any damage to an item or structure, other than through normal wear and tear in accordance with the Additional Charges Schedule.

ADDITIONAL CHARGES

Hirers will be required to pay for any property and equipment damaged, lost or stolen. Listed below are additional charges **deductible from your bond** prior to refund. If damages exceed the bond amount, you will be liable for any extra costs incurred and an invoice will be issued to you.

Schedule of Additional Charges

Taking down or damage of signs/wall attachments - \$20 per item
Damage to the structure of the building - cost of repair
Damage to tables, chairs, doors, locks, floor, or any equipment - cost of repair or replacement
Cleaning of stove/microwave/sink/fridge/benchtops and other appliances and equipment used will incur \$90 per hour minimum charge
Any lights/ or electrical appliances left on will be charged at an hourly rate of \$50

Power left on will be charged at an hourly rate of \$50
Doors not secured or locked properly – charges based on costs caused by intruders
Rubbish bins not emptied \$20 per bin
Rubbish bag/s left in the hall or not placed inside the designated outdoor bin \$20 per bag
Failure to return furniture/equipment to designated areas - \$10 for each item for instance \$10 for each chair/table not returned to its proper place or not stacked properly
Failure to wipe down/clean tables - \$20 per table
Damage/blockages to toilets/hand basins – cost of repair or replacement
Water taps not turned off will be charged at the hourly rate of \$50
Furniture moved from its original place- \$50 per item
Reception area left untidy/dirty - \$90 per hour minimum charge
Front door area left littered or dirty \$90 per hour minimum charge
Failure to replace liners in rubbish bins \$10 per bin
Any rubbish left outside the building and on the side driveway will be considered illegal dumping & will be reported to Council with photographic evidence.
Obstruction of Fire Exit Doors - \$50 per fire door
Smoking inside the building and outside the front door will incur a penalty of \$1,000
Bringing gas bottles/BBQs and electrical appliances into the hall will incur a penalty of \$1,000 and your insurance provider will be notified
Sale of goods or services by non- commercial stalls - \$3,000
Charging an entry fee or fee for food or drinks by not for profit hirers - \$1,000
Arriving or leaving outside of the approved hours will incur a cost calculated as a pro-rata of your hall hire hourly rate and your bond will be deducted.
Important: We rely on our security company's weekly report to verify hours of use and on CCTV video footage for proof of damage

EMERGENCY CONTACT

In case of emergency please call 000 in the first instance.

NOTICE OF TERMINATION

The Greenacre Area Community Centre may terminate the right to hire the venue by giving written notice to the last known address supplied by the **Hirer**. There will be no minimum notice necessary if this action is undertaken as a result of damage to property, disturbance, failure to pay for hire or other costs and use of the premises at variance with the approved usage.

DISCLAIMER

The Greenacre Area Community Centre accepts no responsibility for Hirer's or guests' personal items or their personal safety or for property that is lost, stolen, damaged or brought into the premiss undeclared.

The Greenacre Area Community Centre reserves the right to decline an application if the hall hire is deemed to interfere with the normal running of the community Centre's operations and activities during business hours, or if the hall is being hired for illegal or unauthorised uses.

I have read and understood the above *Conditions of Hire* and agree to abide by the conditions set out in this document:

Applicant's Full Name _____

Signature _____

Date: _____

HIRER CHECKLIST

To be completed by the Hirer at the end of hire and left in the designated area together with the key/s.

Note! Failure to comply, may affect your bond.

Please ensure you tick off each item below and make a note of any additional information if required.

- All lights including bathroom and kitchen lights are switched OFF
- All kitchen appliances used are switched OFF
- Furniture and equipment used has been returned to the correct location
- Tables used have been wiped down
- Tables and chairs have been stacked correctly
- There are no taps running in the ladies and gent's bathrooms or kitchen
- Bathrooms and kitchen are left in the same condition as at the start of hire
- Hall floor has been swept and spills wiped/mopped
- Kitchen floor has been swept and mopped
- Rubbish bins in the kitchen, bathrooms and hall have been emptied and lined
- Rubbish bags have been placed inside the RED rubbish bin outside
- There is no rubbish or other items left in the hall/kitchen or outside the building
- All equipment, appliances and furniture has been left in the state we received it and nothing is left broken or damaged
- All Exit Doors are securely closed
- Air Conditioners/Fans have been turned off
- Front door is locked
- Alarm is switched ON when leaving the premises
- Key is in the possession of the Hirer and will be left in the designated area

I (print full name) _____ have personally conducted a final inspection of the hall before leaving and have completed this Hirer Checklist accordingly.

Signature: _____

Date: _____ Time of inspection: _____

Office Use Only

Date Hirer Checklist received:	Issues noted by staff during post event inspection: _____ _____ _____
Name of staff Member conducting Inspection:	Date of Inspection:

BOND DISPUTE RESOLUTION

- The applicant whose name appears on the Hall Hire Application form, is responsible to read and understand the *Terms and Conditions* attached to the Application.
- The applicant is responsible for conducting the final inspection, prior to leaving the hall
- The applicant is responsible for ensuring everything on this Checklist is ticked off and any damage reported asap
- Our team will conduct an inspection within 48hrs for any non-compliance or potential damages caused during the event.
- Should we identify any non-compliance issues, we will contact the applicant to discuss the details and propose a mitigation plan.
- If the applicant is unable or unwilling to rectify the issues, based on the proposed mitigation plan during the discussion, we will withhold the bond to cover any associated costs.
- It is advisable that you familiarise yourself with the Additional Charges Schedule for details of extra costs that may be applied for damages or other breaches
- Any disputes that arise under or with respect to any terms and conditions within the application that cannot be resolved, shall in the first instance be directed via email to: info@gacc.org.au
- We will endeavour to provide a response within 7 business days.

Note! Any abuse of staff will not be tolerated and staff have the right to ask you leave our premises or terminate a phone call