

# BELLINGEN MEMORIAL HALL

## CONDITIONS OF HIRE

### 1 Introduction

The **BELLINGEN MEMORIAL HALL** is a community facility, owned by the Shire and maintained from the rates and the hire fees. The Management Committee is required to run it primarily to meet the needs of the individuals and organisations of the residents of the Bellingén area and to ensure that the running expenses are paid out of the hire fees and other incomes. Hire rates are geared to ensure that the local organisations are able to afford to use the hall and that commercial functions pay a competitive market rate. Favourable rates are offered for commercial functions run by local groups.

### 2 Bookings

Bookings are made through the Booking Agent at [bellingénmemorialhall@gmail.com](mailto:bellingénmemorialhall@gmail.com) or 0490 418 884 between 9.00am and 5.00pm Monday to Friday.

Key collection and return is by arrangement between the Hirer and the Booking Agent or committee.

**IT IS A STRICT CONDITION THAT THE KEYS WILL NOT BE AVAILABLE UNTIL ALL BOOKING FEES AND RELEVANT LICENCES/INSURANCE HAVE BEEN LODGED WITH THE BOOKING AGENT.**

Keys must be returned to the Booking Agent or committee and are **NOT** to be handed to any other party without the permission of the Booking Agent.

### 3 Booking Fee and Damage Deposit

A booking fee of \$30, or total fee if fee is less than \$30, is required at the time of booking.

Receipt of the booking fee is required in order to hold the date/s of the booking.

The booking fee is non-refundable. Booking cancellations must be at least five days before the event. If cancellation is received less than 48 hours before the time of the hiring, full hire fees will be due.

### 4 Cleaning and Damage Deposit

The hall is inspected and cleaned regularly and it is the responsibility of the Hirer to leave the hall in the same condition that it is found. If special cleaning is required, the cost will be charged to the Hirer. To cover this, a deposit of \$110 may be required before the hiring begins. This deposit will be returned after the hall has been inspected, found satisfactory, and the keys returned. For long standing Hirers this deposit may be waived at the discretion of the Booking Agent on condition that liabilities for late cancellation, extra cleaning or damage are paid on demand. If the Hall is not closed securely on the Hirer leaving the premises the cleaning deposit will not be refunded.

**NB** The floor is to be left clean so not to inconvenience any other user or group.

**NOTE** The cost of the repair of any damage due to the use of sticky tape, Blue Tak or any other adhesive that causes damage to the paintwork of the hall in any way will be charged against the Hirer of the Hall.

## **5 Terms of Hire**

The Hirer is responsible for vacating the hall, with all equipment, at the time specified. However, where the hall is hired for a function to continue later than 10-00pm the Hirer will be permitted to leave the equipment in the hall overnight and remove it by 10-00am on the following day, provided that the permission of the Booking Agent is obtained (this will normally be given unless the hall is booked by another Hirer).

If the hall is not vacated by the agreed time the Hirer will be charged the full hire rate for the time in excess of the agreed time.

In addition the Management Committee reserves the right to have the hall cleared and cleaned and have equipment left removed to a place of safe keeping and charge the full cost of removal and storage to the Hirer.

## **6 Restrictions on Use of the Hall**

The MAXIMUM number of persons permitted in the Memorial hall at any one time is 600.

The Hall is NOT licenced for accommodation and persons are not allowed to sleep there overnight.

Council Regulations require that in the interest of health and comfort and to avoid damages for liability. Notice is given that the hall is a NON SMOKING ZONE. It is also a Council requirement that there is to be NO FIRE used in the Hall.

Food and drink MUST NOT be taken into the hall unless prior permission has been obtained. Where refreshments are provided they should not be served in the foyer. The refreshments should be served in the supper room with prior approval obtained from the Booking Agent and the specified cleaning deposit paid.

The Hall is not licenced for the sale of alcohol. Users providing alcohol must hold an appropriate Liquor Licence, RSA qualified staff and licensed security present. Copies of the relevant licences must be produced to the Booking Agent prior to the handing over of keys.

It is a Council requirement that functions DO NOT continue beyond 12 midnight.

## **7 Insurance**

It is a condition of the Bellinghen Shire Council that permanent users of the Hall, those who hire the Hall for more than 9 times a year, commercial organisations, sporting groups and incorporated bodies are required to hold their own Public Liability Insurance (PLI) (min \$10m). Any function where an admission fee is charged is classified as a commercial function and a PLI is required. Casual hirers, not mentioned before, who hire the hall less than 10 times a year may be covered by the Bellinghen Shire Councils Casual Hirers policy. For further details contact us. The Insurance Certificate is to be produced to the Booking Agent.

## 8 **Pianos**

The Hall pianos are not to be used unless prior approval has been obtained from the Booking Agent. There is no charge for the pianos but if tuning is required the cost is the responsibility of the user.

## 9 **Mirror**

A mirror is fitted to the eastern wall and is available to all users. It is required that the mirror be cleaned and the door closed at the end of the session.

## 10 **Lighting & Sound**

The hall provides 3 phase power for larger light and sound productions.

An extensive inventory of lights and sound gear is available for hire. Please see attached link for a list of equipment and prices.

Please note: A suitably qualified operator must be used in association with any light and sound equipment hired or used at the hall.

## 11 **Multimedia**

The hall provides a complete film and video presentation facility using DVD and Laptop presentations.

This includes:

- Blue Ray DVD Player
- HD Projector
- Cinema Size Screen
- Radio Microphones x 2 for Public Address

## 12 **Regular Users**

Regular users – those who use the hall for at least 40 weeks of the year. Such hirers may be displaced by the Booking Agent with at least 2 (two) weeks notice if an **OUT OF TOWN** Hirer, in a higher fee group, requires the hall. Any appeal against this action or the fee quoted by the Booking Agent should be referred to the Treasurer for consideration by the Management Committee.

## 13 **Key Deposit**

A deposit of \$10 per key may be charged when Hirers are given the key(s), refundable on the return of the key(s). This does not apply to Hirers paying a full deposit and cleaning fee and may be waived by the Treasurer, on the authority of the Management Committee for the long-standing hirers of proven reliability.

## 14 **Monthly Accounts**

Regular users (those who use the hall for at least 40 weeks of the year) will be invoices

monthly. Terms of these invoices are strictly 14 days. Failure to comply may result in a request to return key.

## **15 Maintenance of Order**

Hirers are reminded that they are responsible for the maintenance of good order in the hall and the immediate vicinity until the audience or participants have dispersed. In appropriate cases it may be a condition of the letting of the hall that the Hirer employ a qualified Security Officer for the duration of the function and notify the Police, and the Council of the event at least 2 weeks prior to the event. Failure to observe such a condition, if imposed, will result in the loss of deposits.

## **16 Disposal of Garbage**

The Hall provides the use of red, yellow and green bins for the use of the hirers. All refuse must be placed in appropriate bins, i.e. food scraps in green bin, general rubbish in red bin and only recyclables (no plastic bags) in yellow bin. If not used appropriately this service can be withdrawn by council and a fine apply.

## **BELLINGEN MEMORIAL HALL MANAGEMENT COMMITTEE**

<b>Postal Address</b>	PO Box 459 Bellingen 2454
<b>Phone</b>	0490 418 884
<b>Email</b>	<a href="mailto:info@bellingenmemorialhall.com.au">info@bellingenmemorialhall.com.au</a>