

LAKE CLIFTON HERRON COMMUNITY CENTRE

Conditions for Hiring of Hall and/or Associated Buildings

Applications for hire of the Community Centre shall be made on this form only.

Priority will be given to booking made by members of the LCHPSA and by organizations based and operating in the Shire with regard to use of the Community Hall.

Advance bookings will only be accepted one month before the event with a deposit of 25%

LCHPSA Committee reserves the right

To refuse to let the Community Centre or any portion thereof.

To require the attendance of Security personnel.

To withhold the use of facilities in order to promote the Locality - carnivals, markets and annual events.

Liquor permit

At functions where liquor is to be consumed, it is necessary to obtain a permit from the council. (Application attached). Note: It is the responsibility of the hirer to ensure that the provisions of the Liquor Act are complied with. I.E. No liquor sold on premises

Period of Hire

The hours of the functions are required to be stated when bookings are made.

Cancellations

Twenty-four hours (24hrs) notice is required for cancellations. Failure to comply will result in full payment being invoiced to the hirer.

The LCHPSA Committee may at any time cancel any agreement for hiring the Community Centre.

Deposit/Bond

This payment shall be made at the time of booking. All other charges will be made prior to use.

The appropriate Deposit /Bond for the hall hire will be refunded by cheque provided the centre is left in acceptable condition. A LPCSA Committee representative will inspect the Centre before a bond is returned.

Bond return form attached

Keys

All keys required must be collected from the designated representative of the LCPSA committee on the day of the function or at an arranged time/day that the LCPSA representative determines with the hirer.

All keys must be deposited at the secure box return on completion of the event.

Cleaning and General Care of the Centre - the following to be carried out on completion of function:

The hall and associated buildings used must be left in an acceptable condition.

General cleaning of kitchen including washing of all utensils and crockery.

Removal of all decorations and all refuse to be deposited in the wheelie bins provided

Ensure all lights and power units are switched off and all doors securely locked at the end of the function.

Key to be deposited in secure box.

The above conditions shall be complied with by 10am, the day following the function. If this is not carried out in the specified time, a cleaning charge may be deducted from the Bond.

Breakages and Damages

The Hirer is responsible for any breakages or damages to council property and the replacement of any missing items, these must be reported to the LCHPSA representative on return of the keys. If the breakages are not reported these will be deducted from the Bond and further charges invoiced to the Hirer.

Light and power

These are located in their respective rooms.

Exit signs are permanently illuminated.

Do not switch off main power.

Air conditioning

Air conditioning must be turned off at the end of the hire period.

Smoking Restrictions

Smoking is not permitted in the Centre. Please use designated areas outside.

ANY BREACH OF THE ABOVE CONDITIONS AND INSTRUCTIONS COULD RESULT IN REFUSAL OF FURTHER USE OF ANY OF THE LAKE CLIFTON/HERRON COMMUNITY CENTRE.

I APPLY TO HIRE THE HALL FROM _____ A.M./P.M to _____ A.M./P.M on ____ / ____ /20

I HAVE READ ALL OF THE TERMS AND CONDITIONS AND AGREE TO ABIDE BY THEM.

SIGNED _____ DATE _____

Accepted by Lake Clifton Herron Progress and Sporting Association Inc.

Designated Representative: _____