

ELLA NAGY COMMUNITY HALL HIRE AND BOND AGREEMENT

Venue hire: Ella Nagy Community Hall.

The applicant/hirer shall be responsible for the conduct of all attendees and the activities that take place during the hiring period as well as securing the venue following the function.

Applicant Details

I/we:		
Address:		
Email:		
Phone:		
Time:	<i>time start</i> AM/PM to	<i>time end</i> AM/PM
Date:	<i>from date to date</i>	
The fee for this hire is:	<i>fee amount</i> plus a \$100 Bond	

The bond will only be refunded if all the undermentioned venue hire terms and conditions are fully met.

Hirer/Applicant: _____

Signature: _____

Date: _____

Refundable deposits

Bond	\$100
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Conditions:

Hire Period

Your booking will start and end at the times set out in the hire agreement. You will not have access to the venue before or after these times unless authorized by Barriekneal Housing and Community Ltd. The delivery or removal of equipment, setting up or cleaning of the venue must be completed during the hire period. Any change or extension to the booking period may incur additional costs.

Payment of fees

The hire fee must be paid in full, along with the Bond, to Barriekneal Housing and Community Ltd prior to the commencement of the hire period.

Insurance

The applicant/hirer is required to provide their own Public Liability insurance at his or her own cost for the period of hire. You must accept responsibility for any claim for damage to property or injury to persons, which arise, from your use and occupation of the Venue.

Barriekneal Housing and Community Ltd will not accept responsibility for damage or loss of personal property or merchandise left on the premises prior to, during, or after any event.

No Smoking

Smoking is not permitted on the premises.

No Alcohol

Alcohol is not permitted on the premises.

Cancellation

Barriekneal Housing and Community Ltd reserves the right to cancel your booking immediately by verbal or written notice if you breach any of the hire conditions.

Cancellation by hirer

Please notify Barriekneal Housing and Community Ltd as soon as possible if the venue hire is canceled. A cancellation fee of \$_____ will apply if less than two weeks' notice of cancellation is given.

Emergency and evacuation procedure

If the smoke detectors are activated, all attendees must evacuate the building via the four emergency exits to the designated assembly area. Fire equipment is provided in the facility as a requirement by law. The equipment shall only be used in case of an emergency; misuse will incur a fee for repair and replacement. Hirers must call 000 to report a fire.

Emergency Exits

Emergency exits must not be obstructed or obscured. Furniture must not be set up in passageways to exits and walkways.

Cleanliness

You must leave the venue in a clean and tidy condition and return it to that condition before the time of hire. If the venue is not left in a clean condition, any cleaning costs incurred will be at your cost and may be deducted from the bond. If the cost of damages exceeds the bond, the applicant is liable for the shortfall.

Electricity

Electrical equipment brought into the venue must be tested and tagged prior to the hiring period.

Decorations

You must not affix any decorations to the walls or floors of the venue by nails, screws, hooks, blue tack, or use adhesives in any part of the venue, without the consent of Barriekneal Housing and Community Ltd. You must remove all decorations from the venue within the hire period.

Keys

Keys must be returned at the end of the hire period by prior arrangement with Barriekneal Housing and Community Ltd. In the event of losing keys, a fee will be incurred.

Noise

Endeavor to limit offensive noise by employees, agents, as well as audiences while entering and leaving the Venue.