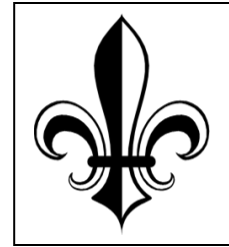


Gladstone Central Committee on the Ageing
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HALL HIRE

TERMS AND CONDITIONS OF HIRE

1. HALL AND FACILITIES

The hall and kitchen facilities are available for hire at Port Curtis Place – Senior Citizens Centre from the Gladstone Central Committee on the Ageing. This facility can hold a maximum of 120 guests and that is full capacity and no additional guests are permitted. A rental fee set by the Management Committee and a security bond is payable at the time of booking as confirmation. This security bond is refundable provided the hall is returned clean and tidy with no damage to the building and/or contents and in the same condition as when keys were issued. The cost of any loss or damage sustained during the period of the hire will be deducted from the bond before it is released.

2. RENTAL CHARGES AND BOND

The hall rental charges and bond must be paid at least 2 weeks prior to the hire.

3. BOOKINGS

Hirers of the hall must confirm they have the legal capacity to enter contractual arrangements. An acceptance of terms and conditions must be completed and a copy of photo ID provided to Gladstone Central Committee on the Aging. The committee reserves the right to reject any application to book or hire the hall and /or cancel any booking or hiring at any time.

4. TENTATIVE BOOKINGS

Tentative bookings will be held for no longer than seven (7) days from the date of enquiry. A booking will only be confirmed upon receipt of the required security bond of \$500.00. If the bond is not received within the seven (7) day period, the tentative booking may be cancelled and the date released for other bookings, unless otherwise approved."

5. KEYS

The hirer will not be given access to the hall or issued the keys unless all required hire fees and security bonds have been paid.

6. BUILDING USE.

At the time the booking is made the hirer must nominate the purpose for which the hall will be used.

The hirer must observe **ALL** directions and information regarding the use of the building and facilities.

7. SET UP AND CLEANING

Hirers are reminded that they are responsible for setting up the hall and cleaning up after the function.

8. CANCELLATION

In case of cancellation of bookings, refund of hall rental will be in proportion to period of notice given as follows:

Notice of Cancellation	Refund on Hall Rental
10 to 12 weeks	55%
8 to 10 weeks	50%
6 to 8 weeks	40%
4 to 6 weeks	30%
2 to 4 weeks	20%
under 2 weeks	Nil

9. ITEMS NOT PROVIDED

Glasses, tea towels and tablecloths are not provided by the Committee with the hire of the hall, so please arrange to bring these items along if required.

10. ITEMS PROVIDED

Items provided when hiring the hall include, mop, broom, bucket and if kitchen hired, kitchen cooking and serving utensils including crockery and cutlery. Kitchen items include refrigerator, oven, cooktop, microwave, bain-marie and a dishwasher.

11. DECORATIONS & MUSIC

Decorations are to be fixed only to the doweling rails provided. **NOTHING** can be taped, tacked, blu-tacked, pinned or nailed to the walls. A pin board is provided and a white board available upon request. No balloons or streamers are to be attached to the ceiling fans as it causes malfunctions of the fans and is a fire hazard. No smoke machines, as this will set off smoke alarms and the hirer will have to pay the cost of the fire brigade attending.

12. CHAIRS AND TABLES

Use of the special trolleys to carry tables and chairs is a must. **DO NOT DRAG** tables and chairs across the floor. Do not stand or sit on the tables as excessive weight distorts the table frames and marks the floor. Tables and chairs are to be restacked correctly (refer to signs in storage area and copy attached), if not it will incur a fee being deducted from your bond.

13. CROCKERY AND CUTLERY

After the function all cutlery and crockery are required to be cleaned and replaced in the correct storage area.

14. HIRE TERMINATION

Morning hiring to terminate by 12 Noon. Evening hiring to terminate by 1.00am. All property other than the property of the Committee **MUST** be removed from the premises on completion of the Hall Hire/Function no later than 1.00am, except with consent of the Management Committee.

ANY TIME IN EXCESS MAY ATTRACT ADDITIONAL CHARGES.

15. CLEANING OF FACILITIES

All facilities used by the hirer must be left clean and tidy, including toilets. We require **ALL RUBBISH TO BE REMOVED** and placed in the industrial bin provided (outside kitchen door). Please ensure all bags are tied off before placing them in the rubbish bin. The cleaning fee charged is for all the floors to be cleaned, toilets cleaned and restocked and to have the halls prepared for our regular users.

16. SECURING THE BUILDING

It is the responsibility of the hirer of the hall and the organiser of each function to ensure that the hall is vacated by the designated time, and that the hall is left completely locked and secure. The hirer will be held responsible for any damage caused to the building or contents found to be mislaid or damaged in any way.

17. LIGHTS AND AIR CONDITIONING

All lights and air conditioning are to be switched off before vacating the building. An additional charge of \$50.00 will be charged if the air conditioner has not been switched off at the completion of the Function/Hall Hire.

18. HALL KEY

The hall key must be returned to the office on the first working day after the function, otherwise a late fee of \$30.00 per day will apply.

19. BOND

Failure to comply with any of the above requirements will result in an appropriate fee being deducted from the bond.

20. ACCEPTANCE OF CONDITIONS OF HIRE

Hirers of the hall must read these terms and conditions of hire before paying the rental charges and bond and sign an acceptance of the terms and conditions.

21. CURRENT HIRE CHARGES

Hire charges are set by the Management committee and are subject to change without notice:

Hall including tables and chairs only	\$250.00
Or	
Hall including table chairs and	
Kitchen facilities	\$400.00
Day prior hire set up	\$100.00
Bond	\$500.00
Cleaning (non-negotiable)	\$160.00
<u>EXTRA CHARGES</u>	
Air Conditioner (If not turned off)	\$ 50.00
Restacking of Chairs (If not restacked properly)	\$ 30.00



ADMIN

DATED