

Terms and Conditions of hire for the Ocean Road Community Hall

Hire Timing

Hire charges cover hall running expenses (e.g. rates, lease, electricity and maintenance) and ensure that the hall continues to exist as a resource for the community.

The hall is available in block booking or hourly if you require set up time or pack down time this can be done by adding an hour each side of booking.

The evening session must be vacated no later than 10.30pm

Users of the Hall

We do already have regular groups and hall users so their booking do take preference The Trust reserves the right to refuse to hire the hall.

Charges of hire

You will be notified of booking charges, once you have submitted the booking form,

Additional charges

Kitchen= \$30.00 for Cooking (Tea and Coffee making is included in hirage charge)

Projector = \$25.00

Bond = \$100

(The bond charge will be refunded to you once the hall has been inspected.)

Payment and confirmation of your booking

We will email you with acknowledgement of your booking within 24 hours (if possible) and then an invoice with payment instructions. Payment to be made by internet banking prior to hire unless another form of payment ie if cash arrangement has be made it must be made before hire.

Please note that confirmation your booking will not occur until you have paid the invoice

Cancellations

Cancellation will be accepted up to 10 days prior to event and deposit will be fully.

After this 50% of booking cost will be refunded. booking.

7 days or less prior to booking or no show will forfeit booking cost as we will not have enough time to rebook.

We will give refunds for late cancellations only in exceptional circumstances.

Please provide us with a bank account number and name of account holder, and we will transfer the refund electronically.

Insurance

The hirer is responsible for any damage to the hall and its fittings.

Hall Hirers are not insured by the trust. In the event of damage The Hall trust will seek to r ecover its costs up to a maximum of \$1000

and our insurer may seek to claim the costs from the hirer

Arrival

Entry to the hall

The hall booking officer or arranged person will let you into the hall just before the start you specified on the booking form, or give instructions if key is to be left in lock box, and arrange for the return of the key or give instructions on return to the lock box

Any damage noted on entry to the hall must be reported to the manager (0212425240) immediately.

Trust members reserve the right to enter the hall for any purpose during the hire.

Decorations

These must not be attached to any structures except where the points are already in place such as the front of the stage and the beams on the ceiling have nylon in place to attach decorations to. The use of staples, tacks, adhesives is not allowed, please only blue tack and this must be removed when cleaning up.

Equipment

Insurance of equipment and items being used that are supplied by the hirer are at the responsibility of the hirer

Alcohol

It is the hirer's responsibility to apply for a special liquor licence and a copy to be submitted to one of the Hall Booking Officers listed above.

Departing

Chairs and Tables

All chairs are to be stacked in the areas indicated by notices on the walls

Cleaning

Hirers are to clean the premises before they depart.

There is a vacuum cleaner and a mop behind the kitchen door.

If the kitchen has been used all benches and surfaces above them are to be wiped down, same for the refrigerator and the microwave, inside and out.

All rubbish is to be removed. (Note, no rubbish bags to be left).

Failure to clean the hall properly may result in commercial cleaning charge

Security

All windows are to be checked to see that they are closed.

Curtains are to be left open and one blind at each end is to be left half opened (for security)

All lights are to be turned off.

The security alarm is automatically set.

Unwarranted security callouts will be charged to the user

Fire Exits

These must be kept free of obstruction at all times in cases of emergency please follow instructions listed on wall and contact a hall booking officer.

Please print a **a copy of this document** sign and date and return to one of the booking officers

----- Signature ----- Date

----- Received by booking officer ----- Date