

# SUFFOLK PARK COMMUNITY HALL

## Hire Agreement and Conditions

**To book the hall please email: [suffolkparkhall@gmail.com](mailto:suffolkparkhall@gmail.com)**

### **REGULAR HIRERS:**

Payment is to be made one month in advance to secure booking.

The booking officer is to be notified of any changes in regular bookings. Payment details are to be sent to SPH email address providing rates and dates for each payment made. The committee has the right to ask regular hirers to vacate the hall for up to 3 bookings/sessions per year with one month notice for special events.

### **SPECIAL EVENTS:**

Total payment (including the bond) is due **one month** prior to the event. No more than 100 people allowed at private event.

### **BOND:**

**A security bond** is held until inspection and released when the hire agreement has been fully adhered to.

All or part of the bond can be retained unless the following conditions are adhered to:

1. The hall is left clean and in the same condition it was prior to the event
2. The property is left secure
3. All rubbish has been removed from inside the hall. Bins are provided courtesy of the caravan park but not available over Christmas and Easter. At these times you must make your own arrangements for rubbish removal.
4. The key has been returned.

### **PUBLIC LIABILITY:**

Regular Hirers are required to provide a copy of their current public liability policy prior to use of the hall.

### **PAYMENT DETAILS:**

<b>Payments to be posted to:</b>	<b>OR</b>	<b>Bank Deposit:</b>
Suffolk Park Community Hall P.O Box 99 Suffolk Park, 2841		<b>Southern Cross Credit Union</b> <b>BSB: 722 744 Acc. No: 82734</b> <b>Name: Suffolk Park Community Hall</b> Reference: Hirer's Name and Invoice No.

Please send email notification of dates (of use) and amount paid.

# CONDITIONS

1. **Prior to departure** the hirer will ensure that
  - a. the hall and surrounding areas are cleaned
  - b. the kitchen and cooking equipment is clean and tidy
  - c. the fridge is empty and clean
  - d. all chairs and tables are wiped clean and neatly stacked
  - e. all rubbish must be removed from the premises when requested (no rubbish service at Christmas or Easter)
  - f. the keys are returned within 24 hours of the end of the hire session.
2. The hirer will ensure that no amplified sound is played after 11pm and that all patrons leave the environs soon after this hour and without undue noise.
3. The hirer will ensure that all persons have vacated the premises and all lights and electrical appliances are switched off and doors and windows are shut before leaving the hall.
4. The hirer agrees that the security bond will be forfeited if the conditions of hire are not fully adhered to. A cleaning charge will be levied if deemed necessary.
5. The hirer agrees to occupy and use the premises at the risk of the hirer.
6. The use of candles and/or smoking within 10 metres the hall is prohibited.
7. Hirers not to park in the caravan park grounds.
8. Notices and timetables must not be removed without permission.

**NOTE: - Please complete the attached form below, and post it to:  
Treasurer, Suffolk Park Community Hall, P.O. Box99, Suffolk Park, 2481**

Please notify Joy Taylor (0429 466260) if the hall has not been left clean, tidy and secure prior to use.

## Suffolk Park Community Hall Agreement

Date of Hire:..... Access time: ..... No. of hours: .....

Once only  Weekly  Fortnightly

Other  (specify) ..... Day of week .....

Proposed Activity: .....

I, ..... of (address).....

Email address: .....

Phone: ..... Mobile: .....

being the above hirer, have read the **hire agreement** and agree to abide by the conditions of hire.

Signature of hirer: .....

Name of witness: ..... Signature of witness.....

Name of person to pick up key: .....

Date: .....

**Please provide your bank details for return of security bond and any reimbursements**

Name of account.....

BSB.....

Account Number.....

Email address .....