

BEECHWORTH SERVICEMEN'S MEMORIAL HALL COMMITTEE

ABN 76 887 704 310

PO Box 428, Beechworth VIC 3747

Email info@beechworthmemorialhall.com

www.beechworthmemorialhall.com

HIRE AGREEMENT FORM

Effective 28 August 2019

Applicant Name:		
Organisation:		
Event name:		
Address:		
Contact details:	Email:	Phone/Mobile:
Date/s Required:		
Time/s Required:		
Anticipated Number Attending:		
Will Alcohol be sold? (Circle Yes/No as appropriate)	YES (Liquor Licence Required) NO	
Will a Caterer be used? (Circle Yes/No as appropriate)	YES (Name of Caterer) NO	
Public Liability Insurance Request form? (Circle Yes/No as appropriate)	YES (Community Liability Request form to be completed and paid at Shire Office) NO (Certificate of Currency Required.)	
Facilities required (please tick relevant box) Main Hall <input type="checkbox"/> Supper Room <input type="checkbox"/> Kitchen <input type="checkbox"/>		

Fees/Costs **COMMITTEE USE ONLY**

Hire Fee	\$	
Community Group Discount – 25%	(\$)	
Consecutive Days Discount - No of Days	(\$)	
Sub Total	\$	
Casual Hirers Public Liability	\$	
Hire Total	\$	
Security Bond (refundable)	\$	
Security Bond Supper Room only (refundable)	\$	
Table Bond (refundable)	\$	
Hire Agreement Total	\$	

(Refunds of Hall Hire Bonds will be made within 30 days of authorisation)

Hirer's are required to provide the following banking details to facilitate Electronic Funds Transfer of security bonds refund:

- **BSB Account Name Account Number**

Extra forms to be attached if required

- Copy of Applicants Certificate of Currency or Community Liability Request form.
- The appropriate food handling documents (see food legislation below).
- Copy of Liquor Licence if necessary.

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The applicant must hold a current Public Liability Policy of Insurance for an amount of no less than **TEN MILLION DOLLARS (\$10,000,000)** and must produce evidence of such insurance to the Committee of Management.

Food legislation

Food providers' renting the hall or under contract to Hirer, will fall into one of 3 categories.

1. You are **selling** food or drink to the **public** (the event is open to the general public). This includes not for profit fundraising events. *You must be registered on **Streatrader** and provide a **Streatrader SOT** (statement of trade) for the event.* Go to: <https://streatrader.health.vic.gov.au/>
2. You are being **hired** to cater for a **private** function. You need to be a registered food business: *Provide a copy of the food business's current "**Food Act Registration Certificate**" issued by your local council.*
3. You are having a private function where all invitees, including the food provider/s, are known to each other. The food is not being 'sold' as such (however contributions may be made to cover costs). *You will NOT need to provide any Food/Health related documents.*

If in doubt, please call Indigo Shire Environmental Health Department on 02 6028 1111 and ask to speak to Nadia.

<u>Schedule of Rates (effective from 28 August 2019)</u>	Rates
(Please note rates and conditions are subject to change without notice)	
Day rate for Memorial Hall (6am - 6pm)	\$144.00
Part Day rate \$20 per hour (maximum 4 hours only)	
Evening rate for Memorial Hall (6pm - 12 midnight)	\$223.00
Part Evening rate \$25 per hour (max 3 hours)	
Combined day/evening rate (6am – 12 midnight)	\$328.00
Up to 2 hours additional after midnight (maximum time)	\$61.00
Heating	\$151.00
Part Day & Evening heating	\$70.00
Supper Room \$20 per hour (maximum 3 hours)	
Kitchen/Supper Room (combined)	\$140.00
Supper Room (meetings only: 2-hour limit, not using kitchen, no bond)	\$38.00
Rehearsals/display/set up, one third of normal rates (time limit may apply)	
Waste removal charge (when extra bins are required for functions generating excessive waste)	\$10.00
REFUNDABLE SECURITY BOND (GST exempt)	\$250.00
REFUNDABLE TABLE BOND (GST exempt)	\$100.00
REFUNDABLE SECURITY BOND SUPPER ROOM ONLY	\$100.00
Cleaning Contractor – Minimum of Two Hours: Weekdays \$35.00 p/ h Weekends \$60/p/h Plus GST (deducted from refundable Bond)	

OFFICIAL CAPACITY

The official capacity of the auditorium is 200 and it is the responsibility of the hirer to ensure the figure is not exceeded

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Terms and Conditions of Use

Charges & Keys

1. Applications will be treated strictly in order of receipt.
2. A deposit of 50% is to be paid when firm booking for the venue is made. Cancellations must be at least 30 days prior to the event or no refund will be made, except at the discretion of the Committee of Management (COM).
3. When the Hall is used for more than one day, the normal charges apply for the first day. However, 80% of the normal charge will apply for the second day and subsequent days. The length of the hire is at the discretion of the COM. This discount does not apply to hirers deemed commercial by the COM.
4. Rehearsals – should the venue be required for public meetings etc. the public use will take precedence over the rehearsal. Prior notice will be given if possible.
5. The full hire charge for the Hall and any other charges relating to the hire of the Hall must be paid in **FULL 14 days** prior to the commencement of the hire period. Arrangements for receiving / returning keys are to be arranged with the Secretary or Assistant Secretary.
6. The hirer shall always, during the agreed term, be the holder of a current Public Liability Policy of Insurance for no less than \$10 million dollars. If a casual hirer does not have their own insurance, cover may be obtained through Indigo Shire Council by completing a Community Liability Request Form. This cover is only available to casual hirers and cannot be extended to Schools, Sporting Clubs & Organisations who must carry their own Public Liability Insurance. Proof of Insurance cover must be presented to the committee at least 14 days prior to the event.

Cleaning & Damages

7. The hirer shall leave the premises and fixtures in a thoroughly clean and tidy condition. All rubbish, refuse and waste matter are to be removed prior to 10.00am the day following the event. The organisers of major festivals and events (as determined by the COM) are required to hire professional cleaners nominated by the COM to ensure that the premises are left in a thoroughly clean condition at the end of their activities. The Hall is to be properly secured with doors and windows locked
 - **Tables and chairs stacked away**
 - Gray and white tables on trolleys in Main Hall to the right of the stage.
 - Round table on trolley to the left side of the stage.
 - Black chairs stacked 8 high and place two rows deep at the rear of the hall on both sides.
 - Blue chairs are stacked in the Supper Room
 - Floors cleaning: Auditorium floor is to be mopped with mild soap detergent such as, Morning Fresh and mopped to almost dry condition
 - Carpets in the foyer and supper room are to be vacuumed
 - Toilets cleaned
 - Kitchen bench tops cleaned
 - Kitchen floor swept and mopped
 - **Crockery, cutlery and glassware are to be glass and returned to the normal place of storage**
 - All rubbish removed from hall and surrounds. A waste removal charge will be applied when extra bins are required for functions generating excessive waste. In instances determined by COM, hirers will be responsible for the removal of the waste generated by the function.
8. The COM reserves the right to make an additional charge to cover excess cleaning costs.
9. Furniture shall not be removed from the Hall at any time without permission of the COM. The onus will be on the hirer to replace furniture in the correct position.

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10. The hirer will be responsible for any loss or damage occasioned by or during the hiring and may be subject to a further charge.

Heating/Cooling/Lighting

11. **(Hall heating costs are to be borne by the hirer)**

Main Hall: Air conditioner controls are inside door to lighting control room in foyer and next to power box near exit door on stage. Heating controls (with instructions) are on the wall near the stage steps opposite the exit sign.

Supper Room: cooling/heating controls are opposite double entrance doors.

Kitchen: fan switches are located to the left of the first door to the Main Hall. Air conditioner controller is attached to the wall beneath the unit.

(Please ensure that all controls are switched off at end of function)

(Lighting)

Main Hall: lights are controlled by switches next to power box near exit door on stage or in the “switchboard room” (white switches at rear on left hand wall).

Supper Room: lights are controlled by switches inside the double entrance doors.

Kitchen: lights are controlled switches to the left of the first door to the Main Hall.

Foyer: lights are always to be left on for security.

(Please ensure above lights are switched off at end of function)

Further Conditions of Use

12. Entertainment music or amplified sound used in the Hall shall comply with EPA Regulations and shall not cause complaint or undue detriment to the amenity of the area.
13. Liquor – any function that has an “All Inclusive” charge or is selling liquor requires a Liquor Licence. It is the responsibility of the hirer to obtain a liquor licence from the Victorian Commission for Gambling and Liquor Regulation – they can be contacted on 1300 182 457 or visit the website www.vcglr.vic.gov.au. Such a licence must be produced to the local Police Officer, failure to do so will automatically prohibit liquor being consumed on the premises. Venue Policy is that Liquor Licence to be no later than 1am.
14. No person shall bring any vehicle, bicycle, roller skates, roller blades or skateboard into a Municipal Building without special permission of the COM. Prams and pushers for children and wheelchairs for disabled visitors are permitted.
15. All advertising and signage relating to the Memorial Hall and activities inside the Hall must conform to the Indigo Shire Planning Scheme and the necessary permits obtained from the Indigo Shire Office in advance of the activity or event. The hirer of the Hall or associates of the hirer are prohibited by law from distributing handbills promoting activities or goods for sale in the Hall.
16. Smoking is not permitted in any council buildings.
17. No spitting, obscene or insulting language, disorderly behaviour or damage to property shall be permitted in any part of the building.
18. No animals are permitted in the Council venue at any time except for Guide Dogs and Service dogs.

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- 19. Glitter, confetti and rice are not permitted.
- 20. No Additional fittings/electrical appliances & audio equipment can be installed without prior consent from the COM.
- 21. Permission must be sought if the hirer wishes to decorate the venue. Any posters/decorations may only be attached in a location and manner that will not cause damage. No blue tack or sticky tape is permitted on painted surfaces.
- 22. If the hirer commits or allows any breach in the observance of these terms and conditions, the COM may terminate permission to use the premises and the hirer shall immediately vacate the premises and the security bond shall be forfeited.
- 23. Refund of the security bond will be made after a satisfactory inspection of the Hall/Facilities and refunded electronically unless special arrangements have been to the contrary.
- 24. These conditions are authorised and current as at 14 August 2019.

John Eldrid

Chairman, Beechworth Servicemen's Memorial Hall Committee

I,, the undersigned agree to ensure that all individuals, members and groups using the facility as a result of this booking request, will comply with all conditions of use and instructions of the Committee of Management.

Signed:

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Date:/...../.....