

**Narre Warren North Hall and Recreation
Reserve Committee of Management Inc.**

ABN 98 520 428 294

**CONDITIONS OF HIRE
DOCUMENT**

ISSUE 08/2018



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Conditions of Hire

The Narre Warren North Hall is available for hire for the following events subject to the conditions outlined below:

Weddings
Celebratory events*
Social gatherings
Dinners
Meetings
Conferences/Expos/Workshops/Trade displays/Art exhibitions/Product launches

*Please note that birthday parties for **teenagers** are expressly prohibited.

Seating Capacity.

Maximum number of 200 people is permitted at the Hall at any one time.

Hall - Hire Fees

Hire fees for functions held at the Narre Warren North Hall are detailed on our Website: www.nwnhall.com.au – refer to current pricing. The Committee of Management retains the right to vary fees and charges at its absolute discretion.

Equipment Available

200 seats
10 Oval tables (seating capacity of 10 per table)
20 trestle tables

Tables must be moved on the trolleys provided and restacked on them after the function. Trolleys provided are to be used for moving chairs and tables. Hirers must **NOT** slide tables and chairs across floor. Chairs are to be re-stacked.

The kitchen is equipped with oven/hotplates, plating/preparation bench, sink, hot water dispenser, cool room (not a freezer). The kitchen is most suitable for heating/plating pre-prepared food.

Confirmation of Bookings

A booking is only confirmed when the following is received:

- Signed acceptance of the Conditions of Hire
- Copy of Hirer's Drivers licence
- Full payment of Bond and Hire Fee is received.

The Committee of Management may disregard a booking that is not confirmed within 10 days within the terms of agreement.

Payment for Functions

Full Payment of Bond and Hiring Fee is required to be paid and credited to the account of Narre Warren North Hall and Recreation Reserve Committee of Management Inc.

NAB Bank account details are: **BSB 083-802 , Account Number 580297161**
Please provide name when remitting payments.

Cancellations and Postponements

All cancellations must be notified by email. Notification of cancellations made in excess of 60 days of event date will attract a cancellation fee of \$100. Any cancellations made less than 60 days prior to the event date; the Hirer will forfeit the Hire Fee unless the Hall is re-hired. If the Hall is re-hired a cancellation fee of \$100 will be applied. Events that are postponed, instead of cancelled will be dealt with on a case-by-case basis.

Access to Hall

Access information will be provided by the Booking Officer when all fees have been paid.

Power

Light switch is located at switchboard as indicated. Entertainment is to cease at Midnight.
Power on the main hall stage will automatically switch off at 12.10 AM.

Cleanliness

Rubbish to be put into bags provided and placed in bins, using a **maximum of 3 bins**, located in the locked cage on the kitchen side of the Hall.

Hall to be swept and left in a tidy condition by 1.00 am the following morning and completely vacated. Hirers will be responsible for any cost of removal of any decorations e.g. balloons, streamers, tape etc.

Decorations must NOT be fixed to Hall interior by nails, pins, adhesive tape or any application/device liable to cause damage. Nothing is to be applied to the floor without written permission of The Committee of Management.

Music Licence

Hirer to Supply Proof of Cover of having an APRA Music Licence.

Liquor Licence

The Narre Warren North Hall is not a licensed venue. The Hirer is responsible for obtaining any necessary Liquor Licence for the function proposed. If you intend selling alcohol at your function you will need to apply to Consumer Affairs –liquor licensing for a "TEMPORARY LIMITED LICENCE". Consumer Affairs can be contacted on 1300 650 367 or an application form can be downloaded via the Web at www.consumer.vic.gov.au - This application form should be lodged at least 35 days prior to the event being held. A copy of the Licence must be provided as part of the Conditions of Hire of the Narre Warren North Hall. The Hirer is responsible and liable for all behaviour/actions inside and out of the Hall. A refreshment or liquor bar may be set up in the supper room only and MUST NOT be set up in the main hall.

Barbeque

NO barbeques in or around the Hall. Only the facilities requested and approved when booking the Hall may be used. Spit roasts outside of the Hall are permitted on the kitchen side only.

Good Order

The Hirer shall be responsible for full observance of the conditions and for the maintenance and preservation of good order in the building throughout the whole duration of the period of use.

Hirers are responsible for any damage to the Hall or its surroundings and theft of fittings or equipment during the period of hire. The Committee of Management reserves the right to remove or have removed any person or persons acting in a manner they consider detrimental to the Hall and its surrounds.

Smoking

SMOKING IS BANNED IN ALL AREAS OF THE HALL AND WITHIN 10 METRES OF ALL EXIT AND ENTRY DOORWAYS.

NOISE:

Hirer's are responsible for noise levels and compliance with the Environmental Protection Act.

We remind you that the Hall has neighbours.

It is the Hirer's responsibility to understand the requirements of EPA noise laws.

Refer to the EPA site: http://www.epa.vic.gov.au/noise/entertainment_noise.asp

Entertainment venue noise

Loud music from entertainment venues can be a problem, especially late at night.

State Environment Protection Policy (Control of Music Noise from Public Premises) No N-2 has been developed for the control of music from non-residential premises. Noise requirements based on this policy are often included in a venue's liquor licence or planning permit.

EPA enforces the policy for large outdoor music events. For indoor venues such as hotels, community halls, restaurants and nightclubs, enforcement of these rules should be referred to the local council or the police.

Following a report, police have power under section 48AB of the 'Environment Protection Act 1970' to instruct a venue to abate any entertainment noise after midnight. These directions stay in force until 8am.

Damage etc.

The following list details amounts that may be charged or deducted from the Bond for any occurrence associated with the hire of the hall and its facilities.

ITEM	RATE
Chairs and tables not cleaned and stacked properly.	\$200
Additional cleaning.	\$60 per hour
Lights left on.	\$30
Rubbish not removed.	\$400
Decorations left on walls and/or ceiling fans.	\$300
Confetti in the hall or surrounds.	\$200
Scratching/marking of floor surfaces.	\$400
Failure to secure the Hall correctly.	\$300 plus any repairs for damage or items stolen
Unnecessary discharge of fire extinguisher.	\$400
Improper use of facility.	\$400
Smoking in hall and surrounds.	\$400
Broken window/glass.	\$100 plus cost of replacement
Damage to the hall, fittings or furnishings	\$100 plus cost of replacement

The Committee of Management reserves the right to recoup the cost of repair or restitution of any damage done and not fully covered by the Bond.

Disputes

In the event of any dispute or difference arising as to the interpretation of these conditions, or any matter all thing contained here in the decision of The Narre Warren North Hall and Recreation Reserve Committee of Management Inc President, or his/her delegate, shall be final and conclusive.

Bond Refunds

Bonds will be refunded to your bank account within 21 days of the event.

Indemnity

The Hirer agrees to indemnify, and keep indemnified, and to hold harmless The Narre Warren North Hall and Recreation Reserve Committee of Management Inc, its servants and agents, and each of them from an against all actions, costs, charges, expenses in damages whatsoever which may be brought, or made, or claimed against them, arising out of, or even relation to use of the Narre Warren North Hall and Recreation Reserve.

Public Liability Insurance

For individual Hirers and Community Groups booking a one-off function, cover is provided through The Committee of Management.

TO: The hirer/user of the facilities and/or grounds located on this Crown land reserve

FROM: The Narre Warren North Hall and Recreation Reserve Committee of Management Inc and Department of Sustainability & Environment.

RE: Public liability insurance providing indemnity personal injury and/or property damage claims which may arise from your alleged negligent activities at the reserve.

The Department of Sustainability & Environment requires incidental hirers and users of Crown land reserves and/or the facilities located thereon to operate their own public liability policy. This ensures that these parties have some protection against a liability arising from their activities at the reserve, where their alleged negligence has caused someone to sustain bodily injury and/or property damage.

Public and Product Liability Insurance Policy

Interest insured: Legal liability to third parties with regard to personal injury/death and/or property damage as a result of an occurrence with the incidental use or hire of facilities.

Limit of cover: \$10,000,000 General Liability any one occurrence, and \$10,000,000 Product Liability in the aggregate any one period of insurance.

Excess: \$250 each and every property damage claim or series of claims arising out of any one occurrence.

Products: Children's Toys, food and drink.

The Scheme does not provide cover for:

- Carnivals & Festivals
- Major Sporting Events/Sports Carnivals
- Music Concerts (Rock & Pop Concerts)
- Rave/Dance Parties
- Amusement Devices & Amusement Rides
- Fireworks/Pyrotechnics Displays

Exclusions:

Indemnity is only provided to the hirer of the facility. Indemnity is not provided to any other participants/performers/contractors that may be engaged in the hirer’s activities e.g.: A band engaged for a wedding reception must provide a copy of their own Public Liability Insurance. Hirers should ensure any other participants/performers/contractors have in place their own public liability insurance.

Sub-Contractors:

Personal injury or property damage caused directly or indirectly out of or caused by the activities of any sub-contractor or any such person in direct employment of a sub-contractor of the insured.

Security Personnel:

Personal injury or property damage arising directly or indirectly out of or caused by security personnel.

Child Molestation:

It is agreed and declared that this policy does not cover liability in respect of molestation of children whilst in the care, custody or control of the insured or any employee of the insured.

Public Liability Claim Report Form: A copy of the form is available on our web site.

Hirer Details

Name	
Address	
Date of Function	

Bank Account details (for refund of Bond)

Account Name	
Bank / Branch	
BSB	
Account Number	

Note: A copy of your Driver’s Licence is required for identification purposes and must be provided with this form.

- Is the function registered with the Victorian Police “Party Safe Program”: Yes / No
- Will Alcohol be sold: Yes / No

I/We accept the terms and conditions as set out in this agreement.

_____ (signature/s)
Email to bookings@nwnhall.com.au