

Facility Details

Facility name Maiden Gully Community Hall

Facility committee of management

- **Contact name** – Jenny Fraser
- **Contact email** – maidengullyhall@gmail.com

Hirer Details (please print)

Organisation Name (if applicable) _____

Hirer Name _____

Address _____

Phone _____

Purpose of hire _____

Number of people attending _____

Do you have public liability insurance?

- **No** - refer to item 28 below
- **Yes** - supply a copy of the certificate of currency to the facility committee of management

Dates and Times

Hire: casual long term

Date of casual *or* starting date of long-term booking _____

Days of hire for long-term bookings:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

How often will this reoccur: Weekly Fortnightly Monthly Other _____

Time(s) - please include time for set-up and clean-up (Allow 15mins between other users)

• **Start time:**

Finish time:

Fees and bond costs: Please refer to appendix 2

Banking Details

Committee of management

- **BSB** 633 000
- **Account number** 101 335 123

Hirer

- **BSB** _____
- **Account number** _____

Agreement and Conditions

In hiring the Maiden Gully Community Hall, the Hirer agrees to/that during the period of hire:

1. Adhere to all COVID-19 requirements as required by federal, state or local government.
2. Adhere to all COVID-19 procedures outlined by the committee of management.
3. Pay the hiring fee and security bond in advance.
4. The security bond being refunded after the
 - period of hire is concluded
 - facility and grounds have been inspected by the committee of management
 - the committee of management is satisfied the Hirer has fulfilled the obligations of this agreement.

Failure to fulfil the obligations of this agreement may result in the bond not being refunded.

5. Cancelling the hire of the facility with less than 7 (seven) days' notice to the committee of management, may result in a quarter (25%) of the hiring fee or a deposit not being refunded.
6. Include time for setting up and cleaning up in the hire time requested.
7. Ensure use of the facility, its grounds and equipment will be only as declared in this hire agreement.
8. Leave the facility and grounds neat and tidy and in the same condition as at the start of hiring.
9. Ensure all lights, electrical and gas appliances have been turned off and doors locked and checked before leaving the building.
10. Be charged \$10 per hour if appliances and lights are left on.
11. Report any damage caused to the facility committee of management.
12. Be liable for the total cost of repairs, in the event of any damage occurring where the costs of repairs are found to be in excess of the security bond lodged.
13. Hirer details being given as the responsible party to the police, should the costs of the damage to the facility fail to be paid, and a criminal damage report is consequently submitted.
14. Acquire a key for access to the facility
 - from the committee of management – or
 - through the City of Greater Bendigo using the following link
 - i. <https://www.bendigo.vic.gov.au/Services/Council-Land-and-Facilities/Keys-and-Accessing-A-Council-Property>
15. Ensure minors (under 18 years) are appropriately supervised whilst on the property.

16. Register any parties for young people with the police as a precautionary measure for the safety of party goers. (Note: parties are permitted or not in the facility at the management committee's discretion).
17. Monitor noise to ensure no unreasonable noise is made, in line with local laws (<https://www.bendigo.vic.gov.au/Services/Environmental-Health/Unreasonable-Noise>)
 - Monday to Thursday, before 7am and after 10pm
 - Friday, before 7am and after 11pm
 - Saturday before 9am and after 11pm
 - Sunday before 9am and after 10pm
 - Public holidays before 9am and after 11pm.
18. No illegal activity being performed in the facility or grounds.
19. No smoking occurring in the facility or grounds.
20. Alcohol not being sold in the facility or the grounds
21. Acquire a liquor serving permit from the relevant authority when serving alcohol during the period of hire.
22. Comply with the Victorian Food Act 1984 whenever food is sold.
 - <https://www2.health.vic.gov.au/public-health/food-safety/food-safety-information-for-community-groups>
23. Comply with the Department of Health Victoria Do Food Safely guidelines when food is provided but not for sale
 - <https://dofoodsafely.health.vic.gov.au/index.php/en/>
24. The committee of management reserving the right to terminate this agreement at any time.
25. The committee of management reserving the right to review and change hire rates/fees at any time and/or they will be reviewed annually.
26. Submitting all complaints, concerns, disputes in writing to the committee of management.
27. In the event of mediation concerning any complaints, concerns, disputes arising between the Hirer and any representative of the committee of management, the decision of the City of Greater Bendigo will be final.
28. Provide proof of public liability insurance, without which the facility may not be hired.
 - Under certain conditions the City of Greater Bendigo's Community Public Liability Insurance policy can provide public liability insurance at no cost for up to \$20,000,000 for Council owned or controlled buildings and or land, to Hirers who do not hold a public liability insurance policy.
 - The committee of management can provide further details on this insurance to the Hirer.
29. The committee of management accept no liability or responsibility for the Hirer's private property whilst it is in the facility or on the grounds.
30. The committee of management accept no liability or responsibility for the Hirer's compliance with COVID-19 requirements and procedures as required by federal, state or local government and outlined by the committee management at the Hirer's event/activity.
31. Use of the facility is at the Hirer's risk at all times.

I have read, understood, and agree to comply with the conditions of hire listed within this agreement.

Hirer:

Name

Signature _____

Date

Committee of management:

Name

Signature _____

Date

Appendix 1

Maiden Gully Community Hall Vacating Checklist

The following checklist will be the responsibility of the Hirer to complete prior to vacating the facility:

- All garbage bins emptied
- All rubbish removed from the buildings
- All goods, materials and property brought into the facility for the function/event/booking removed
- Decorations removed
- All external grounds/gardens are free of rubbish
- Tables and chairs are stacked and put away
- All lights, air conditioners and fans are turned off
- All windows are securely locked
- All external doors are securely locked
- Any damage to the facility has been reported to the committee of management.

Hirer: Signature _____

Date _____

Committee Inspection & Bond Refund:

Facility bond refunded Fully Partially with \$ withheld for _____

Signature _____ Date _____

Inspection Notes:

Fees & Bond

Appendix 2

Bond

- Facility \$ 200

Fees

*Small hall hourly rate <10 hours \$20 per hour

*Small hall full day charge >10 hours \$10 per hour

*Large hall <10 hours \$30 per hour

*Large hall full day charge >10 hours \$15 per hour

Long-term/regular use of the hall – please let booking officer know so you can receive correct prices on Skedda online booking system

***Please note that the kitchen is located directly off the small hall. It is a shared resource between both halls. If you require private use of the kitchen, please send an email to management indicating that you require private use of the kitchen with your booking.**