

# HIRE AGREEMENT

between

The Gundaroo Soldiers Memorial Hall Management Committee Inc ("the Committee")

and

.....

(" the client")

1. Client details

Address.....

Phone contact: ..... Email: .....

Bank A/c BSB..... Account No.....

NAME:.....

2. Definitions

- (i) The Committee means the elected Management Committee Inc (ABN No 36880747153) for the time being of the Gundaroo Soldiers Memorial Hall
- (ii) The Hall means the Gundaroo Soldiers Memorial Hall and land at 52 Cork Street, Gundaroo and includes all fixtures and fittings and tables and chairs and the outside toilet blocks and excludes the kitchen area.
- (iii) The Kitchen means the area specifically set aside for cooking and food preparation and includes all appliances (stoves, refrigerators and freezers) and other kitchen utensils including crockery and cutlery.
- (iv) the Client means the individual or organisation that agrees to hire the Hall and/or the kitchen.

3. Terms of the Agreement

The client agrees to the terms and conditions of hire as per the attached Schedule A

Name\_\_\_\_\_

Signature\_\_\_\_\_

Committee member\_\_\_\_\_

Date\_\_\_\_\_

## **Schedule A to the Hire Agreement for the Gundaroo Soldiers Memorial Hall**

### 1. Hire period, Fees and Insurance

a) Hire           The client agrees to hire the hall and kitchen and all it's contents.

                    from.....           to           ..... ("hire period")

### b) Fees and charges

- (i)     The client acknowledges that a hire fee of ..... has been deposited in the The Gundaroo Soldiers Memorial Hall Management Committee Commonwealth Bank Account, BSB062904 A/C No 00905530
- (ii)    The client agrees to lodge a \$200 bond (\$300 if alcohol is to be served), either through direct deposit to the Bank Account or in cash when the keys are handed over. The Committee may use the bond to offset any cost in the repair or replacement of damaged or broken equipment. The bond will be repaid in full or in part on completion of an inspection after the hire period.

Bond Lodged

### c) Insurance

The client is required to obtain their own public liability insurance. The committee can advise a source for this insurance policy (approx. cost \$220) or the client may negotiate with other underwriters. The client agrees to show proof of a current valid public risk insurance policy prior to the hire period.

Certificate sighted.

### 2. Client responsibilities

- (i)     The client agrees to replace, at the clients cost, any broken or damaged equipment, furniture, fixtures or fittings of the hall and/or the kitchen.
- (ii)    The client understands that no alcohol is to be sold under the terms of this agreement. Alcohol may be consumed in the hall and the kitchen. The client agrees to the conditions for the responsible service of alcohol, particularly age of consumer and quantity consumed.
- (iii)   The client agrees that parking for the hire period will be on the road sides only and not in the shop/PO parking area beside the hall
- (iv)    The client will note that the hall is situated within a residential area and will show due respect to all neighbours and their properties.
- (v)     The client will abide by the local council requirements that the noise level (including music) will be reduced to "background noise level" after midnight.
- (iv)    On departure the client will ensure:
  - (a)     **To turn off the water pump, all lights, heaters (if used) and the gas supply in the kitchen, and**
  - (b)     To clean and lock the toilets, to clean the hall and kitchen, to return all furniture to where it originally was and to take all rubbish with you, and
  - (c)     To hang the keys on the back of the front door, locking the padlock in place as you leave.

### 3. Operational details

#### **There are 2 keys:**

- Front door padlock (also the padlock on the cupboard in men's toilets which contains cleaning products & equipment, including spare toilet paper)
- Toilets (both men's & women's)

#### **Water Pump**

- Switch is located on left wall at the back of the stage
- This pumps water for toilets and all taps including the kitchen

#### **Lights**

- Most light switches are on the panel in the entry foyer of hall
- The extra string of lights in hall ceiling is operated from power-point switch on right hand side of stage and has a dimmer attached
- External floodlight switch is above the doorway from the supper room to the side paved area
- Toilet lights are on the hall foyer panel (indicator light in the foyer as well)

#### **Heaters**

- There are 4 main gas heaters on the walls of the hall
- You will be shown how to operate them at the time of key collection

#### **Kitchen**

- Lights on wall in kitchen
- Gas supply to stove & ovens is operated by lever to the right of oven, near floor. Gas flows when the lever is in line with the gas pipe, and gas flow stops when lever is turned to be at right angle to the gas pipe,
- Oven has pilot light which needs lighting.
- Hot water in sink is an instant gas hot water system ( gas supply is activated in the same way as for the stove/oven – see above lever instructions)

The Committee contact person is Ngaire on 6236 8161 or 0437 779 684