

Omokoroa Settlers Hall Society Incorporated
Terms and Conditions of hire for the Community Hall
Omokoroa Road

(To be retained by the Hirer and strictly adhered to)

This is a Community Hall and from time to time, events such as funerals, public meetings and the like are held. In this instance your regular hire may be disrupted. Adequate notice is given to enable you to notify your clients.

Hire Charges

- All hire charges and other fees authorised to be paid for the hire shall be paid in advance of the hire.
- A Fourteen day notice shall be given for any cancellation, change of booking, etc.
- The keys will be made available upon payment of fees. Keys are to be returned on day or day following hire.
- Your bond will be returned once the Booking Officer or appointed Committee member is satisfied the hall has been left in good condition.
- A DEPOSIT MAY BE REQUIRED TO SECURE THE HALL HIRE.

Alterations, Additions and Decorations

- The Hirer shall not cause or permit the use of any added fixtures to the hall without approval from the Booking Officer.

Damage to hall or fittings

Any damage to the hall or fittings caused by the Hirer or any person present during the period of hire, shall be notified to the Booking Officer, by the Hirer, who will be held responsible for the full cost of repair.

Disco's, Dances and other Forms of Public Entertainment

Disco's etc are to be run by a specific organisation. Satisfactory Security Personnel are to be in attendance during the hours of hire. No alcohol in any form, or persons seen to be under the influence of alcohol, are to be allowed into the hall during the hire.

No dancing powder or talcum powder is to be used on the floor

General Birthday Bookings – NO 21st parties

- Application form must be completed and signed by the parent or parents of the birthday person where applicable.
- Approval of any party will be at the discretion of the Hall Committee.
- The function must be by invitation only.

Australian Performing Rights Association

The Hirer of the hall will indemnify the *Omokoroa Settlers Hall Society Inc* against claims by the APRAL in respect of copyright fees if any.

Care of hall

- It is the responsibility of the Hirer following the conclusion of the function to clean the hall and leave it in a satisfactory condition. If cleaning is not completed satisfactorily, a charge will be made to the Hirer to recover extra cleaning costs involved, or part of bond will be retained.
- All cleaning shall be completed by 8.00am of the day following an evening hire or 2 hours before the next booking, whichever is the earlier.
- *Cleaning equipment cupboard and instructions are in the storeroom of the small hall / vacuum cleaner is stored in the cupboard of the main foyer. Dry mop and shake outside after use, brush and shovel to collect dirt – then hot water and methylated spirits only with mopping.*
- All rubbish is to be removed from inside bins, outside must be cleared of all rubbish including cigarette butts.
- All lights and heating to be turned off and the hall left secure, checking all windows and doors.
- PLEASE READ INSTRUCTION NOTICES FOR USE OF STERILISER AND OTHER EQUIPMENT.
- If using the heater meters, \$1 coin in the slot heats for approximately half hour, PLEASE DO NOT FEED SEVERAL AT ONCE.

Right of entry

Any Councillor or Officer of the Council or *Omokoroa Settlers Hall Society Inc Committee member* on production of identification, may enter the Omokoroa Settlers Hall at any time.

Bonds

A Bond will be charged by the Hall Booking Officer or Hall Committee and retained to cover any costs of any damage or extra cleaning or repair, which may be required. Otherwise full refund of bond will be paid.

OMOKOROA SETTLERS HALL SOCIETY INCORPORATED