

BEECHWORTH MEMORIAL HALL COMMITTEE
INDIGO SHIRE COUNCIL
BEECHWORTH MEMORIAL HALL HIRE AGREEMENT FORM

On behalf of.....(Name of Organisation)
I.....Address:.....
.....Phone:.....

hereby apply for the use of the following facilities at the charges listed below:

Purpose of Hall Hire:.....
Days:.....
Date/s:.....
Time/s Required:.....

SCHEDULE OF RATES INCLUDING GST

(Please note: rates and conditions are subject to change without notice)

- **Day rate for Memorial Hall (6am - 6pm)** **\$115.00**
- **Evening Rate for Memorial Hall (6pm, to 12 midnight or part thereof)** **\$175.00**
- **Combined Day/Evening rate (6am – 12 midnight)** **\$260.00**
- **Up to 2 hours additional after midnight (maximum time)** **\$46.50**
- **Heating (turn off at end of function)** **\$126.00**
- **Supper Room (day rate or evening rate)** **\$69.50**
- **Kitchen/Supper Room (combined)** **\$115.00**
- **Supper Room (meetings only, 2 hour limit, not using kitchen, no bond)** **\$29.00**
- **Rehearsals /display /set up, one third of normal rates (time limit may apply)**
- **REFUNDABLE BOND (Cleaning/Security – GST Exempt)** **\$250.00**
- **REFUNDABLE TABLE BOND (If Required – GST Exempt)** **\$100.00**

(Refunds of hall hire bonds will be made within 30 days of authorisation by responsible officer)

TOTAL DUE \$ _____

Deposit of 50% Paid: \$ _____ Receipt No _____

Balance of Hire Charge Paid: \$ _____ Receipt No. _____

Bookings need to be made no less than one week in advance

All fees and other conditions of use will be applied at the discretion of the Committee of Management. Any requests for a variation in these fees must be made in writing to the Committee. Special rates are available for primary and secondary schools in the Beechworth district. Each request will be assessed on its merits.

I agree to pay the fees as required, and abide by the Conditions of Hire overleaf.

Signed:.....Date:.....

authorised by:

The Beechworth Memorial Hall Committee, P.O. Box 181, Beechworth, Victoria 3747
website: www.beechworth.net/memorialhall email: memorialhall@beechworth.net

(16/10/06)

BEECHWORTH MEMORIAL HALL - CONDITIONS OF HIRE

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. No refund will be made if the booking is not cancelled at least 30 days prior to the event except at the discretion of the Committee of Management. All bookings are subject to cancellation on fourteen days prior notice by the Committee of Management.
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. This discount and the length of the hire are at the discretion of the Committee of Management. **This discount does not apply to hirers deemed commercial by the Committee.**
4. The full hire charge of the Hall and any other charges relating to the hire of the Hall must be paid in FULL prior to release of Hall Key.
5. Keys are to be returned to the Shire Office or the Memorial Hall Committee no later than noon on the first working day after the event.
6. The hirer shall leave the premises hired in a thoroughly clean and tidy condition and all fixtures and utensils in good order and condition, and shall remove all rubbish, refuse and waste matter prior to 10.00am the day following the event. **The organisers of major festivals and events (as determined by the Hall Committee of Management) are required to hire professional cleaners to ensure that the premises are left in a thoroughly clean condition at the end of their activities. Failure to do so will result in refusal of the hire.**
7. The Committee of Management reserves the right to make an additional charge to cover excess cleaning costs.
8. Furniture shall not be removed from the Hall at any time without permission of the Committee of Management. **The onus will be on the hirer to replace furniture in the correct position.**
9. The Hirer will be responsible for any loss or damage occasioned by or during the hiring and may be subject to a further charge.
10. Entertainment music or amplified sound used in the Hall shall comply with EPA Regulations and not cause complaint or undue detriment to the amenity of the area and if such complaint is made to the Police all directions to abate the nuisance shall be observed promptly.
11. 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.
12. 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 'Liquor Licensing Victoria' phone 1300 650 367. Such licence must be obtained before the function and be produced to the Local Police Officer before commencement of the function. Failure to produce such a licence will automatically prohibit intoxicating liquor from being consumed on the premises.**
13. No person shall bring any vehicle, bicycle, roller skates, roller blades or skateboard into a Municipal Building, unless it is a -
 - (i.) pram or pusher being used by a child or
 - (ii.) wheelchair being used by a disabled person,or without special permission of the Memorial Hall Committee as part of an exhibit or show.

BEECHWORTH MEMORIAL HALL - CONDITIONS OF HIRE – PAGE TWO

- 14. The Permit Holder shall at all times during the agreed term, be the holder of a current Public Liability Policy of Insurance (“The Public Liability Policy) in respect of the activities specified herein in the name of the Applicant and/or Organisation providing coverage for a minimum sum of \$10 million (more). The Public Liability Policy shall be effected with an insurer approved by the Council.
- 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. A responsible officer of the hiring party who warrants that he/she has the authority of the organisation concerned shall sign each application.

INFORMATION PRIVACY POLICY

Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the personal information provided is for the above purpose and that he/she may apply to Council for access to and/or amendments of the information. Any requests for access and/or correction should be made to Council’s Privacy Officer.

HIRER'S AGREEMENT TO THE ABOVE CONDITIONS

Hirer's Name:

Description & Date of Function:

.....

.....will be responsible for opening up and locking hall, switching off lights, heating and cooling, and returning the keys after the Hall is cleaned.

I hereby agree that if the conditions as detailed above are breached in any way. I shall forfeit the security deposit lodged.

.....
Signature of Hirer/Authorised Person

.....
Date

***CLEANING DETAILS – MAJOR FESTIVALS AND EVENTS**

NAME OF PROFESSIONAL CLEANING CO.:.....

ADDRESS:.....

TELEPHONE NUMBER:.....

DATE(S) AND TIME(S) OF CLEANING:.....

(Please note: cleaning must be completed immediately after the activity/event)