



Murrumbidgee COUNCIL

JERILDERIE CIVIC HALL HIRING CONDITIONS

1. The hall shall be left in a neat and tidy condition after use;
2. For all Public Functions ALCOHOL MUST NOT be taken into any part of the building or upon the grounds unless the permission of the licensing court is obtained and the "JERILDERIE POLICE" are contacted. A bar **IS NOT PERMITTED IN ANY EXIT WAY** and it is preferred if the bar is set up in the North Western corner of the Wunnamurra Hall, non-slip mats are available for use under the bar area to place any kegs on to prevent scratching the floor.
3. Police shall be advised of date and time of all functions (ie. Private and public).
4. Keys to be collected from, and signed for, and returned to the Shire Office ;

PERSON OBTAINING KEYS FOR THE HALL ARE RESPONSIBLE FOR THE RETURN OF THE KEYS, AND IN THE EVENT OF NON-RETURN ARE TO PAY FOR THE COST OF CHANGING THE LOCKS AND KEYS;

5. Microphone, if required, will be set up in the requested location;
6. Person booking the Hall is responsible for payment of hire charges and compliance with these conditions;
7. The only decorations permitted are balloons and free standing decorations. Streamers and confetti are not permitted in the halls. No durex or adhesive tape of any kind to be used in the building. No nails, staples, screws or the like to be driven into walls, architraves, floors, etc;

PERSON BOOKING THE HALL SHALL BE RESPONSIBLE FOR REPAIR OF ALL DAMAGES CAUSED.

8. Decorations, bottles, etc. to be removed from Hall after function;
9. Pianos are not to be moved without authority from the General Manager. Drink glasses and utensils are not to be placed on the piano;
10. Smoking is strictly prohibited inside the Hall Complex.
 - If damage occurs to flooring (especially wooden floors) from cigarette butts, the hirer will be charged for repair of the surface damaged.
11. Hirer is to advise what crockery, cutlery and furniture is required for each function when booking the complex;
12. Under **NO** circumstances are any furnishings from the hall (ie: chairs or trestles) to be removed to either outside hall (on the ground) or other functions or purposes outside hall;
13. All crockery and cutlery to be washed and dried properly and returned to cupboards;
14. All food, beverages and belongings left by the hirer must be removed from the hall before 12 noon the following day after the function and the coolroom must be cleaned and switched off.
15. All Fire Extinguishers will be checked after each function and if any tampering has occurred the hirer will be charged for refilling and/or replacement.

16. Any damages, theft or otherwise, of Civic Hall furniture and fittings **MUST** be reported to the General Manager as soon as possible. All damages and breakages occurring during a function caused by the hirer, must be paid for by the hirer.
17. Functions to conclude at 12.00 midnight unless hired with approved time extensions;
18. The Hirer shall provide sufficient staff to maintain order and comply with conditions of hiring;
19. Strict observance shall be made of kitchen cleaning requirements as per notice in kitchen;
20. Access to Hall facilities shall not be before 12.00 noon on the day before hire unless other arrangements have been made with Council and agreed to. (NB this clause allows cleaning and other duties to be completed prior to the function);
21. Use of the Hall facilities shall not exceed 6 hours (unless additional times are approved by Council and appropriate fees (if any) pre-paid);
22. Lights, heaters, coolers, etc. to be switched off after use;
23. All windows shall be closed at the end of the function; and
24. All doors are to be **LOCKED** after each function (incl door at rear of stage)
25. Booking is not confirmed until payment and all paperwork has been provided to Council. Hire charges **MUST** be paid prior to occupation (including security deposit where required)
26. Bookings to be made on Council's Booking Form

Where the scale of fees and charges does not provide for any specific use of the Hall or other rooms, the rental for such use shall be fixed by the General Manager.

ATTENTION IS DRAWN TO: -

- a) Item 4. - Conditions of Hiring of the Civic Hall which reads –
“PERSON OBTAINING KEYS FOR THE HALL ARE RESPONSIBLE FOR THE RETURN OF THE KEYS AND IN THE EVENT OF NON-RETURN, ARE TO PAY THE COST OF CHANGING THE LOCKS AND KEYS”;
- b) Strict observance shall be made of the kitchen cleaning requirements as per the notice in the kitchen.
- c) A joint inspection may be undertaken with Council's Cleaner, Zenda Purcell, prior to any function.
- d) Persons are reminded that the hirer shall be responsible for all repairs and damage during setting up, the function and clean up of the Civic Hall Complex.