



Bendigo Autistic Advocacy
and Support Service

Bendigo East Hall



Hire Form

Contact details for booking and enquiries:

Bendigo Autistic Advocacy and Support Service

Email: info@bendigoautisticadvocacy.com.au

Mobile- Hall Management only (text & urgent calls): 0487 651 804 ****Currently out of service****

Hire Agreement and conditions of Hire

Dates/Times of hire:

For ongoing hire, please indicate if bookings relate to school terms.

Hall areas to be booked:

Please note that different areas may be booked simultaneously if not hiring entire venue (see item 12)

Storage Space

If you wish to store goods at the hall, please indicate below by marking the appropriate box:

Lockable storage locker (once installed)

Designated space in locked shared store room

Small kitchen space is offered complimentary, please discuss this with Hall Management. (Limited locked space)

Name of group -

Name of group's contact person -

Group's contact address:

Phone:

Email:

Public Liability Insurance is required.

A copy of your Certificate of Currency is required with this application.

Hirers are currently responsible for insuring any equipment used or stored at the Hall.

Purpose of hire:

Expected number of attendees:

Hire fees

Venue areas and rates agreed:

Key deposit:

Venue hire bond:

Fees for period:

Total hire and bond fees paid:

Please email confirmation of payment including dates/times of hire, payment period, amount paid.

HIRE AGREEMENT

Hall Management is committed to professional, fair and equitable processes and will always act with integrity. We value our community members and those hiring and accessing these facilities.

1. Hire fees and relevant deposit/bond are to be paid in advance.

Hall Hire includes the entire venue (excluding Meeting/Supper Room), unless otherwise arranged.

1. Fee Guide, regular use

- \$10 per hour NFP/ community groups and individuals
- \$15-\$20 per hour all other hirers
- Events- for regular hirers- \$20/hr with deposit (50% of total event cost) required at time of booking

Key deposit- \$50.00- refunded with return of key/s if no monies owed.

For information about additional hours, capped day time rates and events for regular ongoing hirers, please see our Hire Rates Form.

Please contact BAASS to discuss your circumstances.

Casual use

- Entire venue (excluding Meeting/Supper Room) \$20 per hr

Bond for events- \$250

Deposit (50% of total event cost) and bond required at time of booking.

See further hire rates on our website at bendigoautisticadvocacy.com.au

****Contact Hall Management to negotiate fees for extended time periods or frequency.**

2. Storage hire

Storage is available for ongoing bookings. Fees may vary dependent on relevant factors.

Some kitchen complimentary storage is available for long term bookings (limited locked space).

- Shared storage room \$3/week

Other space may be available, in discussion with BAASS.

Small kitchen space is offered complimentary, please discuss this with Hall Management.

Conditions apply:

- No dangerous goods or inflammable goods to be stored on site
 - BAASS administration must have access key to all locks for safety purposes
 - BAASS will not accept any responsibility for goods damaged or stolen while stored onsite
3. Any parties for young people (i.e. teenagers and 21st) must be approved by Hall Management, and must be registered with the Police as a precautionary measure for the safety of party goers against gate crashers.
 4. Any damage caused in the period of hire is to be reported to the Bendigo East Hall Management by the hirer.
 5. In the event of any damage occurring during a hire period where the costs of repairs are found to be in excess of the security bond lodged, the hirer will be liable for the total cost.
 6. Failure to pay the costs of the damage to the hall occurring during your function will result in criminal damage being reported to the Police and your details given as the responsible party.
 7. No hiring fee/deposit shall be refunded in the event of cancellation unless 7 (seven) clear days written notification has been received.

8.1 Termination of hire agreement must be in writing with minimum 7 (seven) clear days' notice

8. The function shall not emit unreasonable noise (music PA system etc) per following local laws. Unreasonable noise is prohibited at the following times:

Monday to Thursday, before 7am and after 10pm.

Friday, before 7am and after 11pm.

Saturday and public holidays, before 9am and after 11pm.

Sunday before 9am and after 10pm

9. Not to perform in or on the facility grounds, any illegal activity.
10. That the hall will be left in a neat and tidy manner with all decorations, fastening devices and adhesive removed.
11. Any parties hiring separate spaces within the hall simultaneously must be considerate of those utilising other areas
 - 12.1 Acknowledge that users of other areas of the hall may require toilet facilities and to be considerate of this
 - 12.2 Hall Management will endeavour to ensure simultaneous bookings of separate spaces are most compatible
12. That all lights, electrical and gas appliances will be turned off and doors locked and checked before leaving the building.
 - 13.1 A charge of \$10 per hour will apply if appliances and lights are left on.
13. The Bendigo East Hall and the property on which it sits is a smoke free zone.
14. Not to sell liquor on the premises, and when serving alcohol it is the Hirer's responsibility to acquire liquor serving permit from the relevant authority of which a copy must be provided to Hall Management.
15. Any Hirer who provides or handles food must comply with the Food Act 1984 requirements. The Bendigo East Community Hall kitchen is not a registered kitchen which means it is unlawful to sell food/beverages in this kitchen.

16. Access to the hall for decoration and clean-up will depend on the booked time for the function. Please consider this and factor in adequate time for your function preparation and clean-up time.

17.1 No access to Hall outside of hire times. Any access between booked times must be arranged with Hall Management.

17. Hall Management reserves the right to terminate this agreement at any time. In most cases we will ensure minimum 7 (seven) clear days' notice.

18. Hall Committee Management reserves the right to review and change Hire rates/fees at any time and/or they may be reviewed annually. We will give notice in this instance where possible.

19. In the event of any dispute arising between the hirer and any representative of Bendigo East Bendigo Hall Management, the decision of the City of Greater Bendigo shall be final.

20. **Public liability insurance:** All bookings require Public Liability Insurance Cover. The hiring party is responsible for the insurance cover for any equipment used and/or stored at the Hall. This is subject to change once the City has clarified and confirmed ability to offer insurance for events.

21.2 Hall Management requires a copy of the Certificate of Currency and a list of the policy's exclusions in order to approve use of Council owned or controlled buildings (e.g. School or Rotary Club).

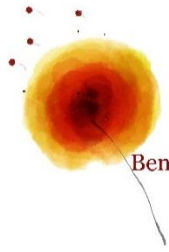
21.3 Hirers not covered by public liability insurance are **not permitted to hire this property.**

Please return completed forms and attachments via email.

I have read, understood and agree to comply with the above conditions and have signed below:

Hirer:	Signature
Date:	
Booking Officer.....Signature.....Date.....	

Privacy - Your personal information will not be given to any other person or agency unless you have given us permission or we are required by law. Statistical data will however be collected and shared with the City of Greater Bendigo



East Bendigo Hall Checklist

The following checklist will be the responsibility of the Hirer to complete prior to vacating the hall facility after each hire:

- All tables and chairs are stacked and put away
- Floors & Stage swept
- Kitchen benches, tables & sinks wiped over
- Toilets are clean
- Decorations removed
- Broken glass & cigarette butts picked up
- All garbage bins emptied
- All rubbish removed from the buildings
- Oven & refrigerator cleaned (if applicable)
- All lights, air conditioners and fans are turned off
- All windows are securely locked
- All external doors are securely locked
- All goods, materials and property brought into the facility for the function/event/booking removed**
- All external grounds/gardens are free of rubbish
- Any damage to the hall facility is reported to **East Bendigo Hall Management**

Please note that fees incurred for any of the above requirements not being met will be deducted from your bond.