



WYONG CREEK HALL

HIRE AGREEMENT

(version 13417)

Hirer's Name: _____

Period of Hire: _____

Hiring Fee: _____
(Includes Cleaning Fee)

Deposit: _____

Refundable Bond: _____
(Payable when you collect the key)

HIRE CONDITIONS:

Noise - As this community owned hall has young families living close-by, you agree to reduce the noise level from your function from 10.30pm to no more than 80 decibels. **This condition must be strictly adhered to as complaints from neighbours (who are aware of and have agreed to this condition) may incur costs that will be deducted from your bond.**

A sound level meter is installed outside the front double doors for you to monitor the noise level and a separate sheet detailing this condition is provided to you to hand to those responsible for amplified sounds, on the night of your function.

Please initial this clause as having been read and understood

Decorating - While the hall may be decorated to suit individual requirements, no nails, screws, Blu-Tack or sticky tape may be used on any walls either inside or out.

Note: Picture rails for hooks are provided on all walls for decorations.

Alcohol - As this is a public hall, the hirer must take full responsibility for the lawful consumption of alcohol.

Smoking - As this is a public hall, by law no smoking is permitted inside the hall or on the verandah. **Note: Any cigarette butts must be collected from the lawn as part of the clean-up**

Clean up -

- * All decorations to be removed
- * All picture rail hooks to be removed and returned with the hall keys.
- * Chairs and tables to be wiped down and neatly stacked against the wall.

Rubbish Disposal - We provide two Red Top food waste bins and one Yellow Top recyclable bin outside the hall. All food waste and recyclables from the event must be removed from the hall and placed in these three bins with any excess to be taken away by the hirer.

Please Note: As Wyong Council will not empty bins that have mixed perishable and recyclable items in them, we would have to retain \$150.00 of the bond for sorting and disposal, if applicable.

When Leaving - Make sure all lights (including those in both toilets), refrigerator, exhaust fan and hot water system are turned off and doors/windows closed. When the clean up is complete, please contact Paul or Di on 4356 1502 so the hall may be inspected and the bond returned.

Booking Deposit & Cancellation - A deposit of 50% of the Hiring Fee is required to secure a booking. If the booking is cancelled within six weeks of the event, the deposit is non-refundable. Deposits can be paid directly into the account below.

If paying deposit by Direct Debit - please advise by e-mail:
disalmon8@gmail.com

Bond - A cash bond of \$500 is payable at the time of collecting the key and paying the balance of the Hiring Fee. This bond will only be refunded in full if there is no damage to the hall and fittings, and all of the above conditions have been attended to. The Hirer will be responsible for any additional costs incurred.

Signed: _____ Date: _____

Bank Details:
Wyong Creek Literary Inst.
BSB 633 000
Account 150222339