



WYONG CREEK HALL

HIRE AGREEMENT

Issue Feb. 2021

Hirer's Name: _____

Period of Hire: _____

Hiring Fee: \$ _____ Deposit: (50% of hire fee) \$ _____

Security Bond: (Payable in cash when collecting the key) \$ _____

HIRE CONDITIONS

While Covid 19 restrictions remain, the hirer accepts full responsibility for complying with all current NSW Government requirements. These requirements include the hirer preparing a Covid Safety Plan for their proposed function, detailing maximum number of attendees, social distancing and hand sanitising measures, plus recording details of all attendees during the hire period.

(The maximum number of guests permitted at a function can be calculated on 170 square metres of guest useable indoor area.)

Noise - As this community owned hall has young families living close-by, we require you to respect their privacy at all times particularly in regard to noise. While recorded music, a live band or a DJ is permissible within the hall building, the following conditions shall apply:

1. No live band, recorded music or amplified sounds are allowed outside the hall building.
2. If amplified sound is utilised within the hall, no subwoofer speakers may be employed.
3. Any DJ or MC utilising an amplified sound system, must not use foul or offensive language.
4. The maximum sound level, displayed by a permanently mounted sound level meter outside of the hall's front double doors, must not exceed **80 decibels up until 10.30pm, and 65 decibels thereafter** on the day of your event.

Please note: These conditions must be strictly adhered to as complaints from neighbours may incur costs that will be deducted from your bond. Also, at the time of you picking up the hall key, a copy of the above conditions will be provided separately to be given to those responsible for security and or sound on the day of your event.

Please initial this clause as having 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 surrounding areas.**

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.
- * All outdoor areas, including car parking, must be cleared of cigarette butts, bottles, bottle tops, and any other rubbish.

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 Central Coast Council will not empty bins that have mixed perishable and recyclable items in them, \$150.00 of the bond will be forfeited 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 **Brenda** on **0448 812 002** 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: **wyongcreekhall@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.

I have read the above conditions and understand any breach of the above may impact the refund of the Security Bond.

Signed: _____ Date: _____

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

SOUND/NOISE/SECURITY CONDITIONS FOR THE WYONG CREEK HALL

**PLEASE PROVIDE THIS SHEET TO WHOEVER IS
RESPONSIBLE FOR SECURITY AND/OR SOUND ON THE DAY
OF YOUR EVENT.**

**The person who has hired the Wyong Creek Hall for their event,
has signed an agreement to abide by the following conditions:**

- 1. No live band, recorded music or amplified sounds are allowed outside the hall building.**
- 2. If amplified sound is utilised within the hall, no subwoofer speakers may be employed.**
- 3. Any DJ or MC utilising an amplified sound system, must not use foul or offensive language.**
- 4. The maximum sound level, as displayed by a permanently mounted sound level meter outside the hall's front double doors, must not exceed 80 decibels up until 10.30pm, and 65 decibels thereafter on the day of the event.**

Please note: These conditions, if not complied with, will cause complaints from families nearby and risk the loss of the hiring party's Security Bond.

**THANK YOU FOR YOUR CONSIDERATION OF THE HALL'S
NEIGHBOURS.**