

HIRE AGREEMENT

Issue March 2022

Hirer's Name: _____

Phone No.: _____ E-mail: _____

Period of Hire: _____

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

Security Bond: _____
(Remaining balance and bond to be paid 2 weeks prior to your booking)

HIRE CONDITIONS

The hirer accepts full responsibility for complying with all current NSW Government requirements, including preparing a Covid Safety Plan.

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 10.00pm, 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. 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.**

- * All picture rail hooks to be removed and stored in green container left in kitchen.
- * Chairs and tables to be wiped down and neatly stacked behind the stage.
- * All outdoor areas, including car parking, must be cleared of cigarette butts, bottles, plastic cups, bottle tops and any other rubbish.

Rubbish Disposal - We provide two Red Top food waste bins and two Yellow top recyclable bins outside the hall. All food waste and recyclables from the event must be removed from the hall and placed in these 4 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 the \$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 repaid.

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 the deposit by Direct Debit - please advise by e-mail: **wyongcreekhall@gmail.com**
The remaining balance and bond to be finalised two weeks prior to your booking.

Bond - **A bond of \$500 is payable.** 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

Dear Hall User,

Please be aware that as this community owned hall has young families living close-by, you have signed an agreement to reduce all noise from your function to an acceptable level at 10.30pm.

After 10.30pm a maximum acceptable noise level is 65 decibels. For your convenience a readily seen decibel sound meter is installed outside the front double doors and above the steps.

As we understand that you personally may not be aware of time and noise levels during the function we ask that you hand this letter to the person or persons responsible on the night for all amplified sound. (Band, DJ, Compere, Best Man etc.).

Thank you for your consideration of our community.

WYONG CREEK HALL COMMITTEE