



TRURO AND DISTRICT COMMUNITY ASSOCIATION INC.

ABN 70 557 050 942

CONDITIONS OF HIRE for TRURO HALL

1. **BOOKINGS**
 - a) **TENTATIVE BOOKINGS** Will only be held for 7 days.
 - b) **BOOKINGS** can be made by filling in the **APPLICATION FOR HIRE form available at Truro Post Office** advising the following;
 1. The full name, address, phone number and licence i.d. of the person to be responsible for the hire, this is also required for organisations making the booking. The responsible person must be over 18 years of age.
 2. The Date and Type of function.
 3. By the signing of the declaration **the applicant hereby agrees to abide by all the Conditions of Hire.**
 - c) **ALL** users are responsible for any Personal and/or Property Insurance that they may require to keep indemnified the Council, its servants, agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against any of them arising out of or in relation to the hiring of the premises.
2. **PAYMENT** Hire payment to be made at time of booking. Bond to be paid prior to or at collection of keys. Payment to be made in cash or cheque payable to Truro & District Community Association Inc.
3. **BOND A bond of \$200 is required as a surety against any breach of the Conditions of Hire for Truro Hall. Following a satisfactory inspection of the premises by the Association for damage and cleanliness the bond will be returned in full within seven (7) working days. If however it is necessary for cleaning and or repairs then a portion or the whole amount of the bond will be retained as determined by the Association.**
4. **CANCELLATION** If notification of a cancellation is more than 14 days prior to the hiring date a refund of the full amount including bond will be paid less a \$20.00 cancellation fee. If cancellation occurs within 14 days of the event the bond will be refunded only unless special circumstances apply.
5. **KEYS** Hall keys are to be obtained from Truro Post Office during **Office Hours** where payment is to be made. Keys to be returned on the next business day.
6. **FOOD HANDLING** The hirer is solely responsible to comply with all the Food Regulations and Food Safety Standards of the Food Act 2001
7. **DAMAGE** Any damage or breakages which occur during the function for which the premises have been hired, will be the responsibility of the hirers and the cost of any necessary repairs or replacement (over & above the \$200 Bond paid) will be charged to the organisation or person responsible concerned. Any damage must be reported to the persons listed below as soon as possible.

8. **AMPLIFICATION & NOISE CONTROL** Amplifiers are not to be excessively loud. Levels of noise being emitted from amplifiers, public address systems, radios, etc. within the Hall precinct, shall comply with the requirements of the Noise Control Act & Regulations at all times. The use of such equipment on a Sunday is restricted to a commencing time of 9 am. The noise level output as stipulated under the above mentioned Act is restricted as follows; Weekdays Mon-Thurs 7am – 10pm, Fri – Sat to 1am 55 decibels. Other times 45 decibels output. On Sundays the above levels apply with the 9am start restriction.
9. **WITHIN THE HALL**
1. All floors, including hall Kitchen and Toilets to be swept and washed with tepid water and disinfected provided.
 2. All tables stood up and chairs stacked up in an orderly fashion. Tables are not to be dragged on the floor.
 3. Fridge must be left clean and tidy and left switched on.
 4. Air conditioner to be switched off.
 5. **No nails, pins, blue tack or tape are to be used on walls or ceilings for decorations within the Hall.**
 6. All lights off and doors locked
10. **BBQ** The use of the gas barbeques and spits are permitted only at the rear of the hall, no spillage of fat is to be allowed on the concrete floor.
11. **CHAIRS** All chairs to be stacked in recess end of servery area.
12. **TABLES** Folding tables to be placed on trolley and placed in recessed end of servery area. Trestle tops and legs to be placed in the storeroom.
13. **CLEANING** All floors to be swept and washed if required.
Hall and/or supper room to be washed if excessively dirty (after first sweeping floor).
Wash out fridge if necessary and leave door open – switched off.
Hall and toilets to be cleaned at completion of function or by 10.00am the next day unless prior agreement has been made.
14. **POWER** The power must be switched off at the main switch when finished.
15. **RUBBISH** All rubbish is to be placed in the wheelie bin.
No rubbish to be placed in tins, boxes or drums as it will not be picked up by the contractor.
16. **TABLES & CHAIRS** are NOT to be taken outside of the building and are NOT for separate hire.
17. **VACATE PREMISES** The Hall is to be vacated by 1.00am with the lights off and complex locked, unless by prior arrangement.

**Any decision of the Truro & District Community Association Inc will be final.
In the event of any problems arising please contact any of the following persons:**

Mick Anderson	8564 0209	0419 714 713
Phil Holmes	8564 0227	0417 948 831
Bruce Slow	8564 0201	0423 806 231