



# TRURO AND DISTRICT COMMUNITY ASSOCIATION INC.

ABN 70 557 050 942

## CONDITIONS OF HIRE – TRURO OVAL

### 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 Oval. 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. **AMPLIFICATION & NOISE CONTROL** Amplifiers are not to be excessively loud. Levels of noise being emitted from amplifiers, public address systems, radios, etc. within the Oval grounds, 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.
8. **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

responsible person concerned. Any damage must be reported to the persons listed below as soon as possible.

**9. WITHIN COMPLEX**

1. All floors to be swept and washed with tepid water & disinfectant 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. VACATE PREMISES** The Oval is to be vacated by 2am with the lights off and complex locked, unless by prior arrangement.

**11. CLEANING** Grounds and buildings are to be left in a clean and tidy condition. Cleaning must be completed by 9 am the following morning unless prior arrangement has been made.

**12. TABLES & CHAIRS** are NOT available for hire.

**13. RUBBISH** All rubbish is to be placed in wheelie bins. No rubbish to be placed in tins, boxes or drums as it will not be picked up by the contractor.

**14. SPEED LIMIT** of vehicles not to exceed 15 kph at all times.

**15. LIGHTING OF FIRES** e.g. for heating, gas fires only. No open fires allowed except in containers and a clearing of 4metres around & above must apply and only between 1<sup>st</sup> May & 1<sup>st</sup> October.

**16. BARBECUES** The use of gas barbecues and spits are permitted. No spillage of fat is allowed on the cement floor. Solid fuel cooking facilities only to be used within the shed annex except on fire ban days.

**17. UNAUTHORISED VEHICLES** are not permitted on the Oval proper except at the direction of the committee.

**18. DOGS** Owners of dogs are to exercise control over their dogs at all times whilst on the Oval grounds. Please clean up after your dog. The Dog & Cat Management Act Maximum fine of \$100 applies.

**19. TOILET FACILITIES** If additional facilities are required to those that are on the Oval, it is the responsibility of the hirer.

**20. CARAVANS & CAMPING** No caravan sites are available. No caravans or camping is permitted except with prior approval of the Sub-Committee.

**21. EMERGENCY** The Oval is a designated emergency area. In case of emergency hirers must conform to the direction of Emergency Service personnel.

**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:**

<b>M. Anderson</b>	<b>phone</b>	<b>8564 0209</b>	<b>mob 0419714713</b>
<b>B. Slow</b>		<b>8564 0201</b>	<b>0423866231</b>