

CONDITIONS OF HIRING INVERELL TOWN HALL

1. The required security deposit must accompany a booking. **FULL HIRE** fee plus deposit must be paid before use of the hall.
2. Keys may be collected at and returned to the Shire office during normal office hours (8.30am to 4.30pm) on the last working day prior to and the first working day after the day of hiring. If necessary alternative arrangements regarding the keys may be made with Council. **THE KEYS WILL NOT BE RELEASED UNLESS THE HIRE FEE HAS BEEN PAID.**
3. The security deposit will be refunded if the premises are left in a clean condition after hiring and the keys returned. It should be noted, however, that this is a deposit only and any cleaning costs in excess of the deposit will be payable by the hirer.
4. The hirer will be responsible for the good conduct of persons within the premises from the time of issue of the keys until the time of their return. The cost of repairing any damages, or replacing any breakages or losses shall be charges to the hirer. Council reserves the right to exclude any person or persons it sees fit from attending any function in the hall.
5. No electrical wiring, appliances, fixtures or structures shall be interfered with or altered without the prior consent of Council. No nails or drawing pins etc, are to be driven into wall or floor surfaces. Adhesive tape is not to be used on any painted surfaces. Paper or other flammable decorations are not to be used.
6. The hirer is to remove all props, public address systems, rubbish, decorations etc, (except any property of the Council) at the end of the hiring. All tables and chairs are to be returned to the positions in which they were located prior to the hiring. All heaters, lights and electrical appliances etc must be switched off and all doors locked forthwith at the conclusion of the function. The switching of lighting has been arranged to ensure that lighting is provided for locking up. Signage explains the switching. The final exit from the hall when locking up is to be from the side foyer beside the kitchen in Evans Street.
7. Users of the Kettley Memorial Organ should note that, under the terms of the Deed-of-Gift, the organ shall not be used if a politician is present in an official capacity, and if is the users responsibility to comply with this condition.
8. Council has in place a public liability insurance policy for casual hirers of the Inverell Town Hall. Incorporated bodies, sporting clubs, associations of any kind and profit making or commercial activities are excluded. This policy covers casual hires against any claim arising out of their negligence in the use of the facility. Hirers should be aware that there is a \$1000 excess to be paid in respect of each and every claim lodged against the policy. The completion of this hiring agreement is acknowledgement that the hirer understands the implication of this policy and accepts the responsibility for payment of any excess amount, which falls due as the result of a claim being lodged in respect of their use of the facility
9. The hirer must satisfy themselves that there is no requirement for any special insurance needed for the period of the hiring. This must be done at the hirer's expense.
10. The hirers must be aware that, provision of security personnel must be at their own expense and organisation, for the period of the function. All functions that include people under the age of 18, must be fully supervised by an adult for the duration of the Hall Hire. The conduct of any occupants is the total responsibility of the Hirer.

SignedDate.....

SPECIAL NOTES FOR USERS OF THE INVERELL TOWN HALL

1. Collect the keys from Councils Office at 144 Otho Street, Inverell. The fees must be paid prior to collection of the keys.
2. Inspect the hall prior to occupying it.
3. Any complaints regarding its condition should be advised to Council staff as soon as possible.
4. **TROLLEYS ARE PROVIDED FOR MOVING THE CHAIRS.** Do not move tables or chairs by pushing over the floor, damage to the floor will result and this could lead to loss of deposit.
5. Chairs and tables are to be stacked well clear of the fire hose reel cabinets and the exit doors. On completion of the use of hall premises should be cleaned and tables and chairs left in similar positions to those which were occupied before hiring. Tables are to be stacked in such a way that the laminated faces are together, this prevents scratching of the tables surface.
6. The exit lights must be turned on prior to commencement of the function.
7. Any tape is to be removed from tables and chairs.
8. The coolroom, refrigerator and stove must be cleaned and turned off before leaving.
9. Council will complete general cleaning of the toilets however the hirer is expected to ensure unnecessary creation of rubbish and dirtiness in this area is avoided.
10. Place all rubbish in the wheelie bins provided in the alcove adjacent to Evans Street.
11. Inspect the Hall before leaving to ensure there are no problems related to forfeiture of the deposit. Leave the Hall via the foyer beside the kitchen in Evans Street. The light switching is explained on the notice in that foyer. Ensure all windows and doors are locked prior to leaving.
12. Provided everything is in order, the full deposit will be refunded. However it should be noted that the deposit refund cannot be made immediately as it is necessary for Council's auditing requirements to draw a cheque for same. The cheque will be forwarded to the hirer as soon as possible after hiring.

THE ABOVE ITEMS ARE SET OUT TO HELP USERS OF THE HALL AND TO ENSURE THAT DIFFICULTIES DO NOT ARISE FORM YOUR USE OF THE HALL. FAILURE TO COMPLY WITH ANYOF THE ABOVE MATTERS COULD LEAD TO LOSS OF YOUR DEPOSIT.

SignedDate.....