



Strathewen Public Hall Inc.

1100 Cottles Bridge – Strathewen Road, Strathewen

President:
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Secretary:
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Treasurer:
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Strathewen Public Hall Hire Agreement – Appendix 1 – Rules of Use

Capacity of Hall

1. Hall functions are limited to 100 persons, as provided for under the Hall's local authority planning permission. Occasional larger community events require special planning permission as well as the hiring of additional toilet facilities.

Bookings not accepted

2. We regret that no bookings will be accepted for teenage birthday parties and 21st birthday parties in general.

The Committee will consider 21st Birthdays where there can be demonstrated a connection to the local community. Please contact the Committee for further information.

The Hall is a no smoking facility

3. No smoking inside the building and around the bbq and playground areas.

Noise minimisation

4. Users of the Hall are required to take care to minimise levels of noise that may adversely impact on neighbouring properties at all times. Hall doors should be kept closed when music is being played inside, and music must cease altogether by 12.00 midnight on Friday or Saturday, by 11.00 pm on Monday to Thursday inclusive, and by 10.00 pm on Sunday.

Vacating the premises

5. The premises are to be vacated by 1.00 am on Friday or Saturday, by midnight on Monday/Thursday inclusive, and by 11.00 pm on Sunday. There is to be no return to the premises (to undertake cleaning duties, for example) before 7.00 am.

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1100 Cottles Bridge – Strathewen Road, Strathewen VIC 3099
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Car Parking

6. Off road car parking is now available adjacent to the Hall, but car parking will overflow onto the side of the road for larger functions. In those circumstances, Hall users are required to park in single file along the opposite side of the Cottles Bridge-Strathewen Road, and not to park along, or block, neighbouring driveways.

Access

7. The Hall door locks operate on a master key system. Keys provided to hirers will restrict access and use to the areas of the Hall that have been hired. Initial entry to the building is through the entry door between the kitchen and the art and craft Room, towards the centre of the building as you approach from the car park.
8. Keys are to be collected by prior arrangement from the Booking Officer.

Facilities

a) Wooden floor

9. Drinks or spills on the Hall's wooden floor must be cleared up immediately. Furniture must not be dragged across the floor.

b) BBQ

10. The outside BBQ is available for use, but the plate and bench top must be cleaned after use. Cooking utensils are not provided, and must be supplied by the hirer.
11. The BBQ is supplied by bottled gas. Should the gas run out, please contact the Bookings Officer immediately, who will arrange for the gas bottles to be switched over and pilot lights to be relit.
12. Spit cooking must only be done on the gravel area near the meeting room, where power is provided. Permission must be sought for a spit to be used, and the Hall Association will designate where the spit is to be located.

c) Children's play area

13. The children's play area is suitable for younger children but must be supervised by the hirer. The fences and gates **are not** child proof. The hirer must ensure that children do not climb the walls and fences. The playground must be left clean, and rubbish removed.

d) Garden areas

14. These are in the early stages of growth, and the timber and rock mulched areas must not be walked on, so that the plants enjoy a chance to grow.

e) Furniture

15. Trestle tables and chairs are supplied, but must be handled with care and wiped down and returned to the relevant store after the function. The trolleys supplied are to be used to move the furniture, with a maximum of 10 chairs or 6 tables per stack. The furniture must not be dragged across the wooden floor; the cost of repairing any damage caused will be charged to the hirer.
16. All furniture from the internal store room must remain indoors. Outside chairs and tables are available from the external store.

f) Drinks bar

17. No drinks bar is to be established in the main Hall area. Drinks are to be served through the roller door to the kitchen, or outside.

g) Decorations

18. Only masking tape is to be used to attach decorations. Under no circumstances are staples, Blu-Tack or drawing pins to be used. No fixings of any sort to earth brick walls are permitted.
19. All decorations must be removed before vacating the premises.

h) Audio-visual and stage lighting equipment, stage, curtains and moveable wall

20. The audio visual equipment and the stage lighting system, stage and curtains, and moveable wall are not to be used by the hirer without prior permission, but are available for hire.
21. The Hall Association will provide a demonstration of the audio visual equipment and install it for your function where the equipment is hired, assemble and dismantle the stage and curtains where they are part of the hire, and position and secure the moveable wall where it is part of the hire.

i) Appliances

22. The Hall is equipped with an oven and combination stove-top, pie warmer, refrigerator, microwave oven, dishwasher and hot water boiling water units (kitchen and meeting room), which are available for use by the hirer.
23. The Stove / Oven and Hot Water Supply are supplied by bottled gas. Should the gas run out, please contact the Booking Officer immediately, who will arrange for the gas bottles to be switched over and pilot lights to be relit.

j) Cooling and heating

24. The hall is equipped with reverse cycle heating and cooling and ceiling fans, with two control points in the Hall, one in the meeting room, and one in the art and craft room.
25. The reverse cycle heating and cooling and ceiling fan settings must be kept at reasonable levels, and must be turned off before vacating the premises.

k) Lighting and electrics

26. All lights must be turned off when the Hall is vacated, leaving sensor switches to toilets, corridor, and meeting room in the 'off' position. External lights must also be turned off. There is a sensor light with timer light to provide light for departure to the car park.
27. Power points inside the main hall and all exterior power points are programmed to turn off automatically at 12.00 midnight.

l) Fire and first aid equipment

28. The hirer must familiarise themselves with the locations of the kitchen fire blanket and fire extinguishers at the entry and in the kitchen.
29. A basic first aid kit is located in the kitchen.
30. The hirer must advise the Hall Association should fire extinguishers or first aid kit be used, in order that they can be recharged and restocked.
31. Any costs relating to the unnecessary discharge of the fire extinguishers will be deducted from the bond.

m) Security

32. All doors and windows must be locked when the premises are vacated, including the internal door from the corridor to the Hall, and the external storage cage to the rear. Windows must be closed and locked after use.

Cleaning

33. The Hall is to be left as clean and tidy as it was found, both inside and outside.
34. The Hall must be cleaned by 10.00 am the day after an evening booking, unless prior arrangement has been made with the Booking Officer.
35. Cleaning instructions are posted in the Hall kitchen and must be followed. As the Hall employs a waste water treatment system, and the wooden floor has particular cleaning requirements, special cleaning agents and equipment must be used, which are detailed in the cleaning instructions.
36. Wheely bins are provided into which all rubbish, from both inside and outside the Hall, is to be deposited. No plastic bags can be left for garbage collection, and bottles and cans must be removed from the site.
37. Bins inside the Hall are lined with bags, which must be disposed of and replaced from a store available in the cupboard under the kitchen sink. Bins in the toilets must also be emptied.

38. Toilets must be cleaned and toilet floors mopped. Please ensure correct mops are used. Brooms, mops, and cleaning agents are in the cleaning cupboard. Additional toilet paper is available in cupboard in corridor.
39. The floor in the main Hall must be swept and any spills must be cleaned up, the floor in the kitchen must be swept and washed using the bucket and mop in cleaner's cupboard, adjacent to the toilets.
40. All appliances must be cleaned out. All appliances, other than the bar fridge in the meeting room, are to be turned off. All foodstuffs must be removed from the kitchen fridge and it must be wiped out and turned off, leaving the doors open. The hirer must ensure that any caterers employed have left the kitchen appliances cleaned.
41. Paved areas must be swept or cleaned, removing any food or beverage stains.
42. Should the Hall Association Committee assess that cleaners have to be engaged to clean up after a hire, then the resultant costs will be deducted from the bond, and applications for future use may not be accepted.

Bookings During Fire Season

43. **Extreme Fire Risk Days** – The Committee reserve the right to cancel a booking should the day be declared an Extreme Fire Risk Day in relation to the day for which the booking was made. The decision will be based on a number of factors including: weather conditions, local CFA advice, and the type of booking.
Generally only evening bookings will be allowed on these days.
The hirer would be contacted as soon practicable once an Extreme Fire Danger was declared and the Committee had decided the event was considered an unacceptable risk. Any monies paid would be refunded in full.
44. **Code Red Days** – The Committee reserve the right to cancel a booking should a Code Red Fire Danger day be called in relation to a day for which a booking has been made. The hirer would be contacted as soon practicable once a Code Red Day was declared and any monies paid would be refunded in full.