****

**CURRARONG COMMUNITY ASSOCIATION INC. (CCA)**

60-62 Walton Way, Currarong NSW 2540

[www.currarong.org.au](http://www.currarong.org.au)

**HALL HIRE TERMS AND CONDITIONS**

**Nominated persons**

The CCA will nominate a person or persons that will be the key contact for you.

You are required to nominate a person as the key contact for the hire. You will also need to nominate a person to be the Function Safety Coordinator for the period of the hire, which can be the same as the key contact.

**Hire Period**

Your hire period will start and end at the times set out in the Application Form. The delivery or removal of equipment and goods, setting up or cleaning of the hall must be completed during the hire period, unless otherwise arranged with the CCA Committee.

**Hire Fee**

You must pay the hire fee to the CCA no less than 14 days prior to the hire date.

The hire fee will be for a 24 hour period (regardless of the duration of the function). However the hall must be vacated between the hours of 11pm and 6am.

Following is a schedule of the hire fee:

* $330 hire fee for 24 hours
* $100 cleaning fee

Non profit organisations, organisers of functions that benefit the Currarong community and longer term hires may apply to the CCA Committee for a reduction in fees.

**Deposit**

CCA reserves the right to request a deposit for the hall hire in advance. The deposit shall be 50% of the total hire cost. This will be part of the hire fee when the full fee is paid.

**Bond**

A bond of $300 is required for the hall hire. This can be in cash or by credit card. The CCA may vary the bond amount depending on the length and type of hall hire.

You must leave the hall in the condition you found it. The bond will only be refunded once a CCA representative has inspected the hall with you and agreed it is in satisfactory condition. Any costs incurred for additional cleaning, repairs and missing property will be deducted from the bond and where the bond does not cover the costs, additional charges will be incurred.

It is recommended that you inspect the hall with a CCA representative before the function.

**Cancellation by CCA**

The CCA reserves the right to cancel your booking immediately by verbal or written notice if you are in breach of any of the hire conditions or if the hall becomes unsuitable for its intended purpose.

**Cancellation by you**

If you decide not to use the hall for your function, you must immediately notify the CCA.

If you cancel your booking at least 28 days prior to the hire date your deposit (where applicable) shall be refunded. If you cancel your booking within 14 days of your hire date 50% shall be refunded or an amount agreed with the CCA.

**Keys**

Keys or an access code will be provided to you. You must not copy the keys and they must be handed back prior to the bond refund.

**Approvals**

You must obtain all necessary consents and approvals for your use of the venue, which includes but is not limited to, any Development Consent required under the Environmental Planning & Assessment Act 1979. If you are unsure whether your function requires Development Consent, please contact Shoalhaven City Council’s Development Services Section.

**Liability**

You must accept responsibility for any claim for damage to property or injury to persons which arises from your use and occupation of the hall.

**Insurance & Indemnity**

You are responsible for obtaining your own insurance for the use of the hall and responsible for making inquiries as to what type and level of insurance you need.

You agree to indemnify the CCA and its representatives from and against any actions, suits, claims and demands of whatever nature and all costs, charges and expenses in respect of any accident or injury to any person or property which may arise out of your use of the hall.

**Legal Obligations**

You must ensure that you comply with all legislative obligations relating to your use and occupation of the hall including (without limitation) occupational health & safety, environmental management and planning laws.

**Directions**

You must comply with any direction given by the CCA or an authorised officer of Shoalhaven City Council or a Police Officer in the course of their duties.

**Vehicle & Crowd Control**

Vehicles must park in lawful parking areas and not restrict vehicle access to and from neighbouring properties.

Crowd control shall be your responsibility.

**Damage**

You will be responsible for any damage you cause to the hall or to any fixtures, furniture or equipment at the hall. Any damage will be repaired by the CCA at your cost and any expenses incurred will be deducted from the bond and where the bond does not cover the costs, additional charges will be incurred.

**Cleanliness**

You must leave the hall in a clean and tidy condition and return it to the condition before the time of hire. This includes returning any tables, chairs and other equipment to their original position, turning the lights, heaters and fans off, removing garbage and cleaning any kitchen, cutlery, crockery or glassware.

**No Smoking**

The hall is a no smoking area which includes all inside areas, enclosed outside areas and within the vicinity of entry and exit points.

**Animals**

Animals (guide dogs excepted) are not permitted in the hall or kitchen areas.

**Alcohol**

You must not sell alcohol at the hall unless you have an appropriate licence under the Liquor Act and the Liquor Regulation.

**Drugs**

You must not bring, use or be under the influence of illicit drugs whilst being on the premises. Your attention is brought to the following:

1. Poisons and Therapeutic Goods Act 1966

2. Drug Misuse and Trafficking Act 1985.

**Food**

If you wish to provide or sell food to the public, you must obtain all necessary licences and approvals prior to the event.

**Safety**

You must be aware of the evacuation points for the hall and ensure that you keep all fire exits clear at all times.

It is your responsibility to make attendees aware of the evacuation plan, ensure you have an accurate count of all people in the hall, ensure that all areas including the toilets, bathrooms and kitchen are evacuated in an emergency and undertake a count of all people after the evacuation at the assembly point.

**The assembly point in the event of an evacuation is across Merimbula Street and on the eastern side of Walton Way in front of the Currarong Bowling & Recreation Club.**

**Exits**

You must maintain clear access of not less than 1.1 metres wide to all exit doors.

**Electrical Equipment**

You must not use double adaptors at the hall and must ensure that all electrical equipment used by you is tested and carries a current tag. All electrical devices must be protected by a Residual Current Device.

**CCA Property**

You must not interfere with any electrical wiring, switchboard or sound equipment at the hall. Any alteration of property without approval will result in the loss of the bond.

**Offensive Noise**

The noise level from the event shall not cause a noise nuisance to nearby residents. In the event of a complaint by a nearby resident you must immediately take steps to reduce the noise.

If you are holding an event at night you must ask all guests when exiting the premises and surrounding areas to minimise noise levels.

**Sub-Letting**

You must not sublet the hall or assign your rights to any other organisation or person without the prior permission of the CCA.

**Police Advice**

You must advise the Police of any evening/night event (excluding small meetings) held at the hall. If it is a party or function a “mynight notification form” (available from local Police stations or on-line) must be completed by you, supplied to the Police and sighted by your CCA contact prior to the function.

If you’re unsure whether your event requires this you should discuss this with the local Police and advise your CCA contact accordingly.

**Decorations & Structures**

You must not affix decorations to the walls or floors by nails, screws, hooks or adhesives unless you receive permission to do so from the CCA. Flammable material must not be brought into the building. You must remove all decorations from the hall when vacating.

**Precedence**

The hall is a designated polling booth for Local, State or Federal elections. The CCA reserves the right to cancel your booking should the hall be required for this purpose.

**Fire Restrictions**

Other than approved BBQ’s you must not light any fires in or around the hall grounds at any time.

Notwithstanding the above you must follow any fire restrictions that are in force during the hire period.

**Trees/Vegetation**

You must not cut or lop any trees or vegetation on the hall grounds.

**Waste**

It is your responsibility to check to ensure that the existing bins are adequate, and it is recommended that you inspect the hall before the function to check if additional bins are required. Additional bins will be at your expense.

**Security**

It is your responsibility to ensure you have appropriate and adequate security for your event, in particular if it is an evening/night event and/or advertised on social media. Please also refer to the section on Police Advice in these Terms & Conditions.

**Las update: February 2018**