

MEADOWS MEMORIAL HALL INCORPORATED

ABN 88 507 121 488

Mawson Road

Meadows

secretary@meadowsmemorialhall.com.au



TERMS AND CONDITIONS FOR THE USE AND HIRE OF THE MEADOWS MEMORIAL HALL

The Hire of the hall imposes obligations on the hirer

They are;

1. Any spills on the Jarrah floor must be wiped up immediately and all efforts should be made to protect the Hall from damage during your function or use. Afterwards the Hall must be cleaned and ALL floors swept and washed. The kitchen must be cleaned and wiped down.
Toilets cleaned and made tidy. All rubbish removed from the premises.
Nothing is to be attached to the walls or woodwork of the hall – this includes the use of blutac, sticky tape or any other adhesive.
2. The Hall has insurance to cover Adhoc hirers. Any community group, business or group that hires the hall more than 10 times in a calendar year will need to have their own public liability insurance (\$10 million minimum)
3. If music of any description is to be played at your event and function the appropriate music license must be held. This will need to be presented with your completed hire forms and other relevant paperwork
4. If alcohol is to be sold at your event or function you MUST have a liquor license. All requirements stipulated in the liquor license must be complied with including the requirement for security personnel at the event.
5. The time limit for a night function is 2AM and then the hall must be locked with all displays and decorations removed. Lights, heaters, fans, large refrigeration units, stoves, hot water and pumps, and all power points must be turned off. Insurance states that no one is to stay or sleep in the hall overnight. If the hall is left open with people inside after 2am a \$100 per hour fee will apply for every hour after 2am up to the total amount of your bond.
6. Permission to clean up the day after the event must be obtained when booking. Conditions apply.
7. The full hiring fee plus bond is to be paid a fortnight in advance to confirm the booking. The hall keys will not be handed over if these funds are not paid in full.
8. This form must be signed and returned with your payment to Tania Smart, 63 Mawson Rd, Meadows, 0413998387.
A bank transfer can be made to Meadows Memorial Hall BSB 735094 Account Number: 512601 noting name and hire date.
9. Please read and follow the instructions on the “ADVICE TO HALL HIRERS” sheet attached and also in display around the hall
10. Keys will be presented to the hirer once all relevant paperwork and fees are paid in full.
11. The Person or group hiring the hall will be held responsible for all costs resulting from any problem or damage caused to the hall and its grounds during the function or event until the key is returned.
12. Failure to adhere to the conditions above could result in the forfeit of some or all of the bond money and this is at the discretion of the Meadows Memorial Hall Inc Board who manage the hall on behalf of the District Council of Mount Barker.
13. Bond will be refunded by EFT within 14 days of the hire. Bank details for return of bond must be provided.