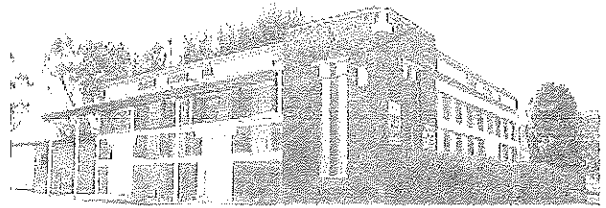


Meadows Memorial Hall Incorporated  
 ABN 88 507 121 488  
 51-53 Mawson Road  
 Meadows  
 SA 5201  
[secretary@meadowsmemorialhall.com.au](mailto:secretary@meadowsmemorialhall.com.au)



**APPLICATION FOR HIRE OF THE MEADOWS MEMORIAL HALL**

<b><u>DETAILS OF HIRER:</u></b>	
Contact Person	
Contact Phone Number	
Email Address	
Bank Details (For returning the Bond)	Account Name: BSB: Account Number:

<b><u>FACILITIES REQUIRED</u></b>	<b><u>Price</u></b>	<b><u>Tick appropriate box</u></b>	<b><u>Bond to be refunded or Kept in trust for future bookings</u></b>
<b><u>Whole Hall Building</u></b>	<b><u>\$200.00</u></b>		
<b><u>Main Hall (Wooden Jarrah Floor)</u></b>	<b><u>\$100.00</u></b>		
<b><u>Small Hall (Tiled Floor)</u></b>	<b><u>\$65.00</u></b>		
<b><u>Meeting Room</u></b>	<b><u>\$65.00</u></b>		
<b><u>Bar Room</u></b>	<b><u>\$65.00</u></b>		
<b><u>Kitchen</u></b>	<b><u>\$30.00</u></b>		

**Casual Rate for less than 6 hours \$15.00 an hour per area**

**Bond is \$200 or \$500 if Alcohol is being consumed along with appropriate licence.**

<b><u>Hire Details</u></b>	
<b><u>Date/s Required</u></b>	
<b><u>Time from:</u></b>	
<b><u>Time to:</u></b>	
<b><u>Nature of Function or Use of Hall</u></b>	
<b><u>Will Alcohol be consumed at the Event</u></b>	<b><u>Yes / No</u></b>
<b><u>Licence attached</u></b>	<b><u>Yes / No</u></b>
<b><u>Public Liability Insurance Required if over 10 hires minimum of \$10 million</u></b>	<b><u>Yes / No</u></b>

**Please read all condition of hire before signing the next part:**  
**On Behalf of the Hirer, I have read and agree to the conditions of hire.**

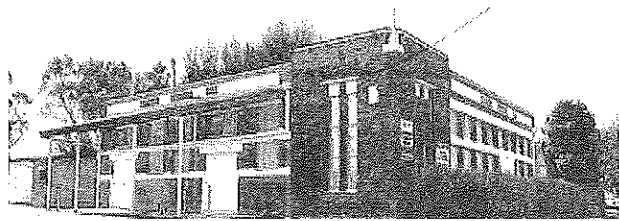
<b><u>Signature</u></b>	
<b><u>Name (Please Print)</u></b>	
<b><u>Office Held</u></b>	
<b><u>Date</u></b>	

**For office use only**

<b><u>Hire approved and approver Print name</u></b>	
<b><u>Approver</u></b>	
<b><u>Office Held</u></b>	
<b><u>Date</u></b>	
<b><u>Licence/Notification provided</u></b>	<b><u>Liquor Licence Yes /No</u></b> <b><u>Police Party Notification Yes / No</u></b> <b><u>Copy of Covid Safe Plan if over 200 people</u></b> <b><u>Yes / No</u></b>

**Email completed form to : [secretary@meadowsmemorialhall.com.au](mailto:secretary@meadowsmemorialhall.com.au)**  
**along with the signed**  
**Terms and Conditions for the Use and Hire of the Meadows Memorial Hall**

Meadows Memorial Hall Incorporated  
ABN 88 507 121 488  
Mawson Road  
Meadows SA 5201  
[secretary@meadowsmemorialhall.com.au](mailto: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 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 (*including ovens if used*) and wiped down.  
TOILETS must be cleaned, bins emptied and left tidy. All rubbish must be removed from the premises - **THE KINDY BINS MUST NOT BE USED FOR RUBBISH DISPOSAL**  
Nothing is to be attached to the walls or woodwork of the hall - this includes blutac, sticky tape or any other adhesive.
2. The Hall has insurance to cover Ad Hoc hirers. Any community group, business or group that hires the hall more than 10 times per calendar year will need to have their own public liability insurance (\$10 million minimum).
3. If alcohol is to be consumed or sold a party safe notification **MUST** be lodged with SA police and a copy of the notification form must be presented with your completed hire form and other relevant paperwork <https://www.police.sa.gov.au/your-safety/crime-prevention-and-security/party-safe>
4. If alcohol is to be consumed (BYO or sold at your event or function) you **MUST** have a liquor licence. All requirements stipulated in the liquor licence 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. Our 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 fee of \$100 per hour will apply for each hour after 2am up to the total amount of the 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 **MUST** be paid 14 days in advance to confirm the booking. The hall keys will **NOT** be handed over if these fee's are not paid in full.
8. The completed form must be signed and emailed with proof of payment to [secretary@meadowsmemorialhall.com.au](mailto:secretary@meadowsmemorialhall.com.au)  
Bank transfer is the preferred method of payment and should be made to Meadows Memorial Hall BSB: 735 094 Account No: 512601  
Please use organisation/hirers name as the reference.
9. Keys will be presented to the hirer once all relevant paperwork and fee's are paid in full. Please contact Tania to arrange collection of the 0413 998 387
10. 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.
11. 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.
12. The bond will be refunded by ETF within 14 days of hire. Bank detail for return of the bond must be provided.
13. The attached "Advice to Hall Hirers" forms part of the terms and conditions. Please ensure you are familiar with its contents - copies are displayed throughout the hall.
14. If the standard rate is applied and alcohol is found to have been consumed/sold the whole bond will be forfeited.

I have read and agree to comply with the terms and conditions as set out above.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Meadows Memorial Hall Hire Agreement

**Meadows Memorial Hall & Community Association Inc.**  
**ABN 88 507 121 488**  
**Mawson Road**  
**Meadows SA 5201**  
**secretary@meadowsmemorialhall.com.au**

## **ADVICE TO HALL HIRERS**

Turn on the hot water heater and pump (the switches are on the wall near the sink) at least one hour before hot water is required. Ensure it is turned off at the conclusion of the event.

Hall heaters only heat people NOT space! No preheating is necessary.

All floors must be swept and washed at the end of the event/function.

To avoid stains on the timber floor please wipe up any split liquid or food immediately with a damp cloth followed by a dry cloth. Only treat the area affected. A very wet mop only makes things worse. If the floor is badly damaged by liquid or greasy food a cleaning fee will apply.

The hall and its grounds MUST be left in a clean and tidy condition at the conclusion of the event/function. A cleaning fee will apply if the hall or grounds are left in an untidy condition.

All kitchen utensils and equipment used must be washed/wiped after use. The oven must be cleaned if used. Tea towels are **NOT** provided.

Rainwater is used in the Kitchen and although it goes through a UV filter it is not deemed as potable water. Toilets use bore water. You must provide your own drinking water.

Toilets must be cleaned, and the bins emptied.

ALL RUBBISH is to be removed from the premises and grounds – THE KINDY BINS MUST NOT BE USED.

All furniture must be returned to its original position at the conclusion of the function/event.

A deduction will be taken from the bond for additional cleaning or non-adherence to the terms and conditions.

7 Days Notice is required for Booking Cancellations.

For emergencies telephone:

Tania Smart – 0412 998 387

Police; 131 444 (non urgent)    000 (emergency)    Ambulance 000    Fire 000

This advice forms a part of the conditions of hire.