

Meadows Memorial Hall and Community Association Incorporated

ABN 88 507 121 488

51-53 Mawson Road

Meadows

SA 5201

secretary@meadowsmemorialhall.com.au



**Meadows Memorial Hall
& Community Association inc**

APPLICATION FOR HIRE OF THE MEADOWS MEMORIAL HALL

<u>DETAILS OF HIRER</u>	
CONTACT PERSON NAME	
CONTACT PERSON PHONE NUMBER	
EMAIL ADDRESS	
BANK DETAILS (MUST BE SUPPLIED FOR RETURN OF BOND)	<u>Account Name:</u> <u>BSB:</u> <u>Account Number:</u>
BOND AMOUNT \$200 OR \$500 IF ALCOHOL IS TO BE CONSUMED TO BE HELD IN TRUST OR REFUNDED	AMOUNT \$200 \$500 TRUST REFUNDED

<u>HIRE DETAILS</u>	
<u>NATURE OF FUNCTION OR USE OF HALL</u>	
<u>DATE/S REQUIRED:</u>	
<u>TIME REQUIRED FROM:</u>	
<u>TIME TO:</u>	
<u>WILL ALCOHOL BE CONSUMED AT THE EVENT</u>	<u>YES / NO</u> <u>IF YES TEMP LICENCE MUST BE ATTACHED</u>
<u>TEMP ALCOHOL LICENCE REQUIRED AND ATTACHED</u>	<u>YES / NO</u>
<u>POLICE PARTY NOTIFICATION REQUIRED AND ATTACHED</u>	<u>YES / NO</u>
<u>PUBLIC LIABILITY INSURANCE REQUIRED IF OVER 10 HIRES (MINIMUM OF \$10 MILLION</u>	<u>YES / NO</u>

<u>FACILITIES AVAILABLE</u>	<u>Price for facility for whole day</u>	<u>Whole day facility requested please tick area</u>		<u>Hourly casual Rate</u>	<u>Casual rate requested please enter how many hours required</u>
Whole hall Building	\$230.00			\$50.00 per hour	hours
Main Hall and Stage (with wooden Jarrah floor)	\$120.00			\$20.00 per hour	hours
Small Hall with TV on wall (with carpet tiled floor)	\$75.00			\$20.00 per hour	hours
Meeting Room with TV on wall	\$75.00			\$20.00 per hour	hours
Bar Room	\$75.00			\$20.00 per hour	hours
Kitchen	\$45.00			\$20.00 per hour	hours
Projector screen in Main Hall	\$25.00			NA	NA

****BOND REQUIRED IS \$200 OR \$500 IF ALCOHOL IS BEING CONSUMED**

Community Groups Meetings \$30

PLEASE READ ALL CONDITIONS OF HIRE BEFORE SIGNING THE NEXT PART OF THE AGREEMENT.

ON BEHALF OF THE HIRER, I HAVE READ AND AGREE TO THE CONDITIONS OF HIRE.

SIGNATURE OF HIRER	
NAME (PLEASE PRINT)	
OFFICE HELD IF APPLICABLE	
DATE	

EMAIL COMPLETED FORM TO secretary@meadowsmemorialhall.com.au along with the signed Terms and conditions for the use and hire of the Meadows Memorial Hall and any Licences or documents required.

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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 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. If you would like a cleaner to attend after your event (if available) you must request this through Tania on 0413 998 387 (ADDITIONAL FEES WILL APPLY).
Nothing 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://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. Out 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 fees plus bond MUST be paid 14 days in advance to confirm the booking. The hall keys will NOT be handed over if these fees are not paid in full.
8. The completed form must be signed and emailed with proof of payment to secretary@meadowsmemorialhall.com.au
Bank Transfer is the preferred method of payment and should be made to Meadows Memorial Hall BSB 735 094
Account number: 512601 Please ensure you use organisation/Hirers name or invoice number as reference.
9. Keys will be presented to the hirer once all the relevant paperwork and fees are paid in full. Please contact Tania to arrange collection on 0413 998 387
10. The person or group hiring the hall will be held responsible for all costs resulting from any damage caused to the hall and its grounds during the function or event.
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 and Community Association board, who manage the hall on behalf of the District Council of Mount Barker.
12. The bond will be refunded by EFT within 14 days of the hire. Ensure bank details for return of the bond are provided.
13. The attached "Advice to 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 _____

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ADVICE TO HALL HIRERS

Turn on the hot water heater and pump (the switches are on the wall near the sink in the kitchen) at least 30 minutes before hot water is required. Ensure they are turned off at the conclusion of the event.

Hall heaters only heat people and NOT space! NO pre heating is necessary.

All floors must be swept and washed at the end of the event/function. (Cleaning equipment is kept in the store room next to the kitchen)

To avoid stains on the timber floor please wipe up any spilt liquid or floor 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 must be washed/wiped and put away 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 used 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 event/function.

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

7 Days notice is required for Booking Cancellations.

For Emergencies telephone:

Tania Smart – 0413 998 387

Police 131 444 (Non Urgent) 000 (Emergency)

Ambulance 000

Fire 000

This advice forms a part of the conditions of hire.