

**GLENIFFER COMMUNITY ASSOCIATION INC.
AGREEMENT FOR HIRE OF GLENIFFER HALL**

Hire Period : From - Date : / / Time : - _____ : To - Date : / / Time : - _____

ORGANISATION (if applicable) : _____

RESPONSIBLE PERSON - Name : _____

Address: _____

Phone: (_____) _____ email: _____

Type of function: _____

NOTE – Hire of the hall is made on the condition that it shall be used only for the type of function as listed. Any change of function type without written approval may result in cancellation & closure of the function and forfeiture of your rental & bond. The hall is cleaned on a regular basis by local volunteers – we endeavour to ensure the hall is clean before each function but some times due to close bookings full cleaning may not be possible. You may be required to sweep the floor of the hall and do some minor cleaning of the toilets. If you encounter any more serious cleaning requirements please advise the association.

CONDITIONS:

1. Before keys can be collected, Hall rental and bond is to be paid as follows :
- | | | |
|---|-------------|-----------------|
| Holding deposit - To be paid when your booking is confirmed - this amount is non refundable. | Amount : \$ | Date paid: / / |
| Bond : | Amount : \$ | Date paid : / / |
| Rental : (total rental less holding deposit) | Amount : \$ | Date paid : / / |
| Additional Equip as per 26. below | Amount : \$ | Date Paid: / / |
| TOTAL : | \$ | |

The total amount must be credited to the Gleniffer Community Association bank account at least seven(7) working days prior to the hire date

Hirer Bank account details - must be provided for bond refund:

Bank Name: _____ Address: _____

Bank BSB number: _____ Account Number: _____

Account Name: _____

2. Sale of alcohol is not permitted.
3. Sleeping in the hall overnight is not permitted.
4. Smoking inside the hall is not permitted.
5. No cooking is permitted within the main body of the hall, all cooking to be confined to the kitchen.
6. Functions are to be conducted in an orderly manner at all times with particular reference to surrounding rural residences.
7. Lighting of fires is not permitted except in the designated fire places and any fire must meet Rural Fire Service requirements during the designated Bush Fire Danger Period.
8. All breakages and damages are to be paid for by the hirer.
9. Nothing is to be attached to the internal walls, external walls or any part of the building by pins,nails, adhesive tape or the like. Nothing is to be removed from the walls. Hooks are provided for your decorations

26. Additional Hire Price List

The following is a list of additional equipment that may be available for hire. Please note that at any time some or all of the equipment may be unavailable.

Number Hired	Equipment	Cost per unit	Hire Fee	Equipment return
	Salad Bowls Round White Crockery			
	Salad Bowls Square White Crockery			
	Serving platters White crockery			
	Serving Platters Stainless Steel			
	Small Round table (usually for cake)			
	White table cloths			
	Green Damask Cloths (2 oblong)			
	Green Damask Circular			
	Water/ soft drink glasses (120 available)			
	Glass Water Jugs (not all matching)			
	Coloured glass water bottles			
	Glass bowls (perhaps for dips, or fruit salad)			
	Punch bowl glass with 24 cups			
	Total Additional Equipment Hire Fee			

Replacement value of all items for breakage, damage or loss will be deducted from bond at end of hire inspection. Items will be priced at current costs from commercial catering suppliers in Coffs Harbour.

I will check the items listed in the equipment check list are present and in good condition at the start of my hire and advise of any discrepancies immediately. I have read and agree to abide by the above conditions of hire for the Gleniffer Hall. I understand that failure to observe any of the above conditions may result in forfeiture of all or part of the bond.

Hirer : _____
(signature)

Date : / /

(name- block letters)

Signed on behalf of Gleniffer Community Association Inc.

(signature)

Position: _____

Date : / /

Equipment Discrepancies / Return condition discrepancies -
