

# **GLENIFFER COMMUNITY ASSOCIATION INC.**

## **HIRE AGREEMENT**

### **FOR THE**

### **GLENIFFER HALL**

#### **TYPE OF FUNCTION**

**Description:**

#### **HIRE PERIOD**

**From:** / / **Time:**

**To:** / / **Time:**

**ORGANISATION** (if applicable):

**Name:**

#### **RESPONSIBLE PERSON**

**Name:**

**Address:**

**Phone:**

**Mobile:**

**Email:**

**NOTE: Hire of the Gleniffer 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 and closure of the function, and forfeiture of Rental and Bond monies.**

## CONDITIONS – Page 1

1. Before keys can be collected from the Secretary of the **Gleniffer Community Association Inc. (GCA)**, or a representative, the Rental and Bond are to be paid as follows:

**Holding Deposit:** To be paid by the **Hirer** when a booking is confirmed. This amount is non-refundable, except at the sole discretion of the **GCA**.

**Amount:** \$            **Date paid:** / /

**Bond:**

**Amount:** \$            **Date paid:** / /

**Rental** (total amount less Holding Deposit):

**Amount:** \$            **Date paid:** / /

**Additional Equip as per Condition 27 below**

**Amount:** \$            **Date paid:** / /

**TOTAL AMOUNT:** \$

The Total Amount is to be credited to the **Gleniffer Community Association Inc.** bank account at least seven (7) working days prior to the hire date.

**Bank Name:**            **BCU**

**Address:**                **1 William Street Bellingen NSW 2454**

**Bank BSB number:**    **533000**

**Account Number:**    **83833**

**Account Name:**        **Gleniffer Community Association Incorporated**

## CONDITIONS – Page 2

The **Hirer's bank account details** must be provided for the Bond refund:

**Bank Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Bank BSB number:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Account Name:** \_\_\_\_\_

2. It is the **Hirer's** responsibility to ensure that there is no sale of alcohol during the function, and that alcohol is not served or made available to those under the legal drinking age.

3. Functions must be conducted in an orderly manner at all times, without disturbance to surrounding residences. Sound travels far in the open countryside. The detonation of fireworks is prohibited.

4. The function must cease by 11.30pm, and the **Gleniffer Hall** cleaned and vacated by midnight.

5. Any sound system and/or DJ stations are to be kept inside the **Gleniffer Hall**, not placed in the garden.

6. Any committee member of the **Gleniffer Community Association Inc.**, or its nominees, shall be allowed free and unhindered entry to any function at any time for inspection purposes. That person or persons has the authority to take whatever action is deemed necessary if the Conditions of this Hire Agreement are being infringed in any way.

7. Sleeping in the **Gleniffer Hall** overnight is not permitted. Bellingen Shire Council does not permit camping in Earl Preston Reserve.

8. Smoking inside the **Gleniffer Hall** is not permitted at any time.

9. No cooking is permitted within the main body of the **Gleniffer Hall**. All cooking is to be confined to the kitchen.

### **CONDITIONS – Page 3**

10. Lighting of fires is not allowed except in the designated fire places and any fire must meet Rural Fire Service requirements during the designated Bush Fire Danger Period.

11. All breakages and damages are to be paid for by the **Hirer**. This includes the removal of any items (including the serving trays in the bain-marie) by the **Hirer** or **Caterer**.

12. 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 decorations.

13. Spilling of liquid on the floor is to be avoided. If this does occur, the area is to be mopped immediately.

14. The premises and grounds are to be left clean and all furniture returned to its correct place. This is to be completed by 12:00 noon on the day after hire unless a different arrangement is made. A cleaning fee may be charged if the **Gleniffer Hall** or grounds are not correctly cleaned. (See the Cleaning Check List, supplied to the **Hirer** during the handing over of the keys.)

The **Gleniffer Hall** is cleaned on a regular basis by local volunteers and the **GCA** endeavours to ensure the building is clean before each function, but some full cleaning may not be possible due to close bookings. The **Hirer** may be required to sweep the floor and do some minor cleaning of the toilets. If the **Hirer** encounters any more serious cleaning requirements, please advise the **GCA**.

15. Animals are not permitted inside the **Gleniffer Hall**.

16. The **Hirer** is responsible for the secure locking of all doors and windows, and ensuring that all lights and appliances are turned off.

17. No **Gleniffer Hall** equipment (tables, chairs, etc.) is to be left outside unattended, especially overnight.

## **CONDITIONS – Page 4**

18. Improper use of fire extinguishers is not permitted. The **Hirer** is responsible for any cost so incurred.

19. The **Hirer** is responsible for the removal of all rubbish from the **Gleniffer Hall** and grounds. As this is an area of significant environmental importance, the use of environmentally damaging materials (including, but not restricted to confetti and polystyrene ball), is not permitted.

20. Ceiling fans are not to be used where there is any possibility of entanglement or contact with balloons or any other decorations, etc. The **Hirer** will be charged if an electrician is required.

21. All tables and chairs are to be left clean. Please **DO NOT FOLD AND STACK TABLES**.

22. Kitchen equipment (including stoves), benches and the floors are to be left cleaned. (See the Cleaning Check List.)

23. No **Gleniffer Hall** property is to be removed from the premises.

24. If any of the Conditions are not adhered to, the function may be closed at any time and the Bond (part or all) retained.

25. Additional Conditions:

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26. **Arrangement for keys:**

Collection date and time: \_\_\_\_\_

Return date and time: \_\_\_\_\_

## CONDITIONS – Page 5

### 27. 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	Unit Cost	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			
			..	....
	<b>Total Additional Equipment Hire Fee</b>		..	....

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.

# HIRER'S DECLARATION

**I will check that the items listed in the Equipment Check List (provided by the GCA at the handing over of the keys) are all present and in good condition at the start of my hire, and immediately advise of any discrepancies.**

**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 (name in block letters):** \_\_\_\_\_

**Date:** / /

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

**Signed on behalf of Gleniffer Community Association Inc.**

**Name (in block letters):** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** / /

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

**Equipment Discrepancies / Return condition discrepancies -**

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