

KING RIVER HALL HIRE AGREEMENT



Memorandum of Agreement between:

Name Phone.....
Address Email.....
ABN (if applicable)

Hereafter referred to as 'the Hirer' and King River Recreational Club Inc. of King River Hall, 1520 Millbrook Road Albany, hereafter referred to as 'King River or The Hall'.

This agreement constitutes a contract for the Hire of the premises, being the kitchen, hall, verandah and where agreed, the adjacent playground and outside toilet block of the King River Hall situated at 1520 Millbrook Road in King River, Albany, under details and conditions as listed in the attached document with which 'the Hirer' declares him/herself to be familiar.

'King River' undertakes to present the premises for hire in a clean and tidy state, available to 'the Hirer' for the period of hire as follows:

HIRE

Hire date/s:
Hire days (please circle) Mon Tue Wed Thu Fri Sat Sun
Recurring (please circle) Weekly Fortnightly Monthly Other.....
Time of hire, between: am/pm and am/pm
(Include set-up and clean up time)
Hall hire rate: \$...../hour Cash OR Direct Deposit to BSB 633 000 Account #130984933

Further information.....

BOND

Bond required (please circle) YES NO Amount \$.....
Bond is refundable provided all conditions of this agreement are met. Bond refund details:
Bank.....Account name.....
BSB.....Account number.....

AGREEMENT

I of
have read and understand all the conditions for hire of King River Hall, and hereby undertake to observe these conditions. I understand I am responsible for costs of damages incurred.

Hirer's Signature: Date:

Signature: Date:

(Hall Hire Officer King River Recreational Club Inc.)

CANCELLATION OF CLASS/WORKSHOP BY HIRER

No fee will be charged if the Hirer notifies the Hall hire officer hours / days / weeks prior to the commencement of the event.

The King River Recreational Club Inc. Executive Committee retains the right to nullify this Agreement at any time.

KING RIVER RECREATIONAL CLUB Inc. HALL HIRE

The King River Recreational Club Inc (here-after referred to as 'King River') is a Not-for-profit volunteer organization dedicated to the preservation of the Hall and support of community groups in the district.

Any funds generated by hiring the Hall are used to further these activities. The hire costs are deliberately kept modest.

FEES & BOND as at August 2022 (includes GST)

Hall Hire + kitchen + playground	\$25/hour
Not for Profit groups	\$20/hour
Art Exhibitions/Gallery	\$170 / weekend (Friday night till Sunday 5pm)

All businesses and Incorporated bodies are to provide the Business name/incorporated group's Public Liability insurance Certificate of Currency prior to confirmation of the booking.

Fees will be negotiated on an individual basis for any person or group wishing to hire the hall on a regular basis in order to provide activities that will be open to the general community eg. Craft classes, singing groups, art groups

Parties: Birthdays/Weddings/Engagement/Family gatherings (Prices include GST and Public Liability Insurance)

Children's parties (4 hours)	\$110	no bond	
Half day (6 hours)	\$130	+ \$500 bond	
Full day (12 hours)	\$240	+ \$500 bond	
Day and Night (15 hours)	\$300	+ \$500 bond	
Weekend Special	\$400	+ \$500 bond	Friday night till Sunday noon

21st Birthday parties by approval. 18th Birthday parties unavailable

Bond is due 1 week prior to the event.

KRRC members receive a 10% discount on hall hire for private parties/events.

All fees include power, water and kitchen use (fridge, electric kettle and urn, glasses, plates, cutlery, vacuum cleaner, brooms, mops and buckets, chairs and tables. 'The Hirer' is to supply additional items at their own cost.

All hire fees to be paid in cash or Direct Deposit into King River Recreational Club's

Bank account Number: 130984933 BSB: 633 000

Fees to be paid a week prior to booking date.

The Bond

If the 'Hall' is found in clean and tidy condition, with no damage and all Terms & Conditions have been complied with, the Bond will be refunded within 2 working days of the Hire or by other arrangement.

TERMS & CONDITIONS can be found on the website www.albanykingriverhall.org.au

The following Terms and Conditions are relevant to casual users of the King River Hall and must be abided by at all times.

The Committee reserves the right to exercise its discretion to refuse any Hall hire proposal and/or Hall hire agreement. (Please note: the Hall is unavailable for 18th birthday parties, Buck's Nights, after School Ball parties).

The Hall is licensed to accommodate no more than 100 people. Government enforced Covid restrictions may reduce this number. The Hirer shall be responsible for ensuring the number limits are adhered to at all times.

The Hirer shall ensure that the NO SMOKING signs are adhered to at all times, in the Hall, verandah and playground and that cigarette butts are disposed of in suitable metal containers and will ensure that no fires, candles, incense, lanterns or other implements with open flames are placed in or around the King River Hall.

The playground is designed for young children (0 – 4 years). Any littering in the playground area (including bottle tops, cigarette butts) may result in the loss of the bond and in additional charges.

All hiring to be by signed Agreement between 'the Hirer' and the King River Recreational Club Inc.

The parking of vehicles anywhere on the premises or grounds is entirely at the owner's risk and 'King River' will not be held liable for any damage, loss or theft, howsoever arising from the use of this area.

Security of valuables and possessions is the responsibility of individual attendees at the 'Hall.'

The 'Hirer' shall be a responsible adult person over 18 years of age who shall provide proof of age and identity and will:

- Be present at all times during the event for which the 'Hall' is hired.
- Have a copy of this Agreement at the event.
- Have a functioning mobile phone with them at the event (number to be provided to Hall Hire officer)
- Be responsible for the conduct, safety and well-being of all persons on the premises during the period of 'Hall hire'. During this time 'the Hirer' will immediately stop/prevent any activity that is of a risky or dangerous, or anti-social or illegal nature, and will terminate all activity if directed to do so by the Police or President of 'King River' or his/her representative.
- Remove, by all reasonable means, any unruly or uninvited guest(s) – summoning the Police if necessary
- Ensure that alcohol is not served to anyone who is intoxicated or under 18 years of age.
- Take all reasonable measures to ensure residents of neighbouring properties are not disturbed by excessive noise.
- Acquaint themselves with the 'King River Hall' Emergency Plan prior to the function (a copy of the Emergency Plan is kept in the kitchen). This also includes the location of the First Aid Kit, fire extinguishers, defibrillator and emergency exits.
- Take responsibility for an emergency evacuation of the venue in case of fire or other threat, ensuring toilets are checked in case of an evacuation and that a check for missing persons is conducted at the Assembly Area.
- Call Emergency Services and liaise with them on their arrival.

Note Emergency Numbers: Emergency 000, Albany Police 9892 3000, Hall Hire officer 0457 621 322 (in case of any significant event)

If the 'Hall' is not left in a clean and tidy condition, the Bond will be retained and contract cleaners will be engaged to restore the 'Hall' to a clean and tidy condition and the cost of cleaning will be deducted from the bond.

Should any damage be caused to the 'Hall' during the hire period 'the Hirer' is responsible for , and agrees to pay in full, any costs in excess of the Bond amount for repairs or replacements for any damage to the building, its fixtures, fittings, equipment, contents and surrounds caused during the period of Hire. This includes fixing damage to paintwork, walls, kitchen appliances and equipment, and cleaning if necessary, will be paid from 'the Hirer's' Bond.

CLEANING

'The Hirer' is responsible for the cleaning of the premises and surrounds, including removal of bottles and garbage so as all areas are returned to the state in which they were hired.

Disposable containers marked with **10C** can be placed in the **Containers for Change** cages at the rear of the hall. Please remove plastic lids and place in the bag attached to the cage.

Cleaning goods are stored in the janitor cupboards near the rear door.

Any garbage that won't fit into the council bin at the end of the ramp will be removed by 'the Hirer'

All food brought in is to be removed from the fridge, oven, microwave and kitchen benches.

CONDITIONS

- Windows and doors to be left shut and locked, blinds closed.
- Lights to be switched off.
- Tables and chairs stacked neatly in the storeroom.
- Toilets and tiled floors cleaned and bins emptied
- **NOTE: The wooden dance floor is to be swept only. No water mopping please**
- Gas heater switched off and unplugged
- Ceiling fans turned off.
- All kitchen appliances switched off
- Decorations removed (please do not use nails or staples)
- No alcohol to be sold on the KRRC premises.
- No alcohol is to be served to anyone under the age of 18 years
- Fires, incense or candles are not permitted in the chimney or in the hall or grounds
- Camping is not permitted in the hall or grounds

Read, understood and signed

Name: Date:

Thank you for hiring the King River Hall. We hope your function is a great success.