

Walcha Community Centre

C/- Walcha Central School
154e North St, Walcha 2354
Ph (02) 6777 2777
walcha-c.school@det.nsw.edu.au

C/- Walcha Council (during school holidays)
2 Hamilton St, Walcha 2354
Ph: (02) 6774 2500
council@walcha.nsw.gov.au

RULES AND CONDITIONS FOR HIRE OF THE FACILITIES

(Amended 5/20, Adopted 2020)

The payment by any person of any amount of rental for the hire of the Hall shall be deemed an acknowledgment and acceptance by such person of the conditions set out herein.

A. BOOKINGS

- 1) Applications for hire of hall and/or facilities are to be in writing and signed by persons responsible for payment of charges and observance of rules.
- 2) A deposit may be required upon booking for any event and the full hiring payment may be required 14 days before the engagement. Any balance must be paid within 30 days of the engagement.
- 3) In addition to 2) above in respect of a booking for a Main Event, an additional amount will be required as a Bond against additional cleaning requirements and damage. This amount is payable at least 14 days before the engagement.

The Bond amount will be set by the committee based on 5 hours of the scheduled cleaning rate.

The Bond will be refunded in full after the event if no damage has been suffered and if no additional cleaning is required or refunded in part if some of these costs are incurred.
- 4) The committee will accept no responsibility for any booking not made in accordance with clauses 1) and 2) and 3) above.
- 5) The committee reserves the right to refuse any bookings. The committee shall not be responsible for any loss or damage suffered by the exercising of this right. Refunds for bookings will be in full except where cleaning costs have been incurred.
- 6) If the hirer cancels a booking more than 14 days before an engagement then any deposit or bond paid will be refunded.
- 7) If the hirer cancels a booking 14 days or less before an engagement then the Bond will be refunded but any deposit refund will be at the discretion of the committee.
- 8) Hirers should arrange their own public liability insurance in respect of the event.

B. CONDITIONS OF USE OF THE HALL

- 1) The Hirer shall indemnify the Committee, the Minister for Education and Communities and Walcha Council against any claim for compensation arising out of any action by the hirer or persons acting on his/its behalf.
- 2) Hirers shall be responsible for claims and payments for copyright Fees and Performing Rights charges in respect of the particular hiring.
- 3) If liquor is to be consumed in the Hall or surrounds, the following conditions must be met.
 - a) If liquor is to be sold or supplied in the Hall or surrounds, the relevant licence under the Liquor Act must be obtained by the Hirer. A copy of such licence should be forwarded to the Committee by the Hirer.
 - b) If liquor is to be consumed in the Hall or surrounds, without sale, the Officer-in-Charge of Police, Walcha, must be advised in writing at least 14 days prior to the date of the function. A copy of such licence should be forwarded to the Committee by the Hirer.
 - c) Normal liquor licence provisions must apply.
- 4) Smoking is not permitted inside the complex or on the school grounds.
- 5) The Hirer will ensure that any children allowed to enter are properly supervised at all times and use only the Hall and grounds subject to the particular hiring.
- 6) It is not permitted to bring confetti, chewing gum, fireworks or any other article deemed by the Committee to be objectionable into the Hall
- 7) The placing of streamers, bunting, flags and other decorations or the erecting of structures must be advised to the committee a minimum 14 days prior and meet approval of committee.
- 8) Nails, screws or other fastenings shall not be driven into or attached to any wall, floor, furniture or fitting, or any other part of the building.
- 9) Connection to, or interference with the electrical installation, lighting system, sound system, stage fittings or any other property or installations shall not be permitted without the permission of the Committee, who shall be empowered to impose such conditions as may be considered necessary.
- 10) Where spotlight and/or special stage lighting is required, the Committee will require the hirer to provide a competent operator.

- 11) The Hirer hereby indemnifies The Minister for Education, the Government of New South Wales, the Walcha Council and the Walcha Community Centre Committee against all actions, suits, claims, demands, proceedings, losses, damages, compensation, costs (including Solicitor and client costs), charges and any expenses whatsoever in respect of any personal injury caused or contributed to by negligent acts or omissions of the Hirer, its servants or agents or damage to the equipment or any other property of the Hall Committee or the Department of School Education or any other person or corporate body or of any infringement, disturbance or destruction of any rights of any person or corporate body arising out of the use of the premises or equipment by the Hirer, and caused by the Hirer its servants or agents.
- 12) The Hirer shall be responsible for the cost of making good any damage or loss caused to buildings, fittings, furniture and other installation arising out of his/its use of the Hall. Reasonable wear and tear excepted.
- 13) The promoters of any Public function shall provide at least (1) attendant per 100 persons in attendance who is/are capable of maintaining order at the function. The hirer shall be responsible for the maintenance of good order during the engagement.
- 14) The hirer of the Hall shall not permit any person upon the premises who in the opinion of the Committee is improperly dressed or acting in an offensive or indecent manner.
- 15) The hirer will promptly accede to any request made by or on behalf of the Committee and will ensure that the premises are vacated on or before the appointed time.
- 16) The hirer must ensure that the premises are left in a clean and tidy condition with the removal of rubbish from the Hall and grounds to the satisfaction of the Committee. Any cleaning costs will be charged at the schedule rate and deducted from the Hirers Contingency Deposit or invoiced – if applicable.

C. INSTRUCTIONS FOR PLACEMENT OF HALL FURNITURE

Could you please ensure that all chairs etc are returned to their original sites (as per the site map of storage area below). We thank you for your assistance in this regard.

