

Stokers Siding-Dunbible Memorial Hall Incorporated

ABN. 35141477994

244 Stokers Road Stokers Siding

PO Box 8039

NSW 2484

Hiring Policy Including Terms and Conditions of Use & Application Form

SEPTEMBER 2024

Stokers Siding-Dunbible Memorial Hall Inc.

Hire Policy

When you sign the Application for the Hire of the Hall you agree to the Terms and Conditions of Hire as outlined below. Payment by any person of any sum by way of rental of the Hall is also deemed to be an acknowledgment and acceptance of these rules.

The Hall

Stokers Siding- Dunbible Memorial Hall is available for functions, meetings, classes, weddings and events, but not 18th or 21st birthdays, sorry. The Hall is community owned and managed by the Stokers Siding-Dunbible Memorial Hall Committee.

Booking Procedure

- An Application to Hire the Hall can be made in writing on the Application for Hire form at the end of this document and be signed by the person responsible for payment of fees and any other charges arising from the booking and for the observance of these rules.
- Bookings will not be secured until the full hire amount has been paid on signing and accepting the Hall Hire Policy.
- All bookings for the Hall will be recorded in the Hall Calendar by the Booking Officer. The Treasurer will issue a receipt of payment once funds are cleared at the bank.

Operating Hours

The Hall is available for hire 7 days per week between 7am and 12.00 midnight with all music ceasing by 11.30 pm. We ask that all Hall Hirers and their participants are respectful of noise limits and behaviours due to the close proximity to residents in the Stokers Siding community. Hirers are required to arrange access to the Hall with the Booking Officer prior to the day of the booking.

Public Liability and Liability of Hirer

The Stokers Siding-Dunbible Memorial Hall Committee shall not be responsible for the injury, loss or damage to the person or property of the Hirer, or any person in their employ or under their direction or any person attending any function organised by the Hirer of the Hall, except where it is determined that an injury is a direct result of a fault with the building or associated infrastructure.

It is strongly recommended that if your function involves activities that present a level of personal risk to any person or participant, you have a risk management plan, including public liability insurance cover.

You must have your own public liability insurance if your event is held to earn income, eg. charging fees, selling goods, etc. A copy of your Certificate of Currency must be provided to the Booking Officer before your booking can be confirmed.

The Hirer is responsible for the payment of any copyright fees as well as any fees payable for performing rights or for any fees payable to APRA <http://apraamcos.com.au/>.

Right of Refusal

The Hall Committee reserves the right in its absolute discretion to refuse or to accept any application for Hall Hire or to cancel any engagement already made and the Hall Committee shall not be liable in any way for any loss or damage.

Disputes

In the event of a dispute or difference arising as to the interpretation of the agreement or as to any of the terms and conditions contained therein, the decision of the Hall Committee shall be final.

Cancellation of Hire

Hirers are required to give at least 2 weeks' notice if they plan to not use the Hall.

Maintaining Order

The Hirer shall be responsible for maintaining good order whilst preparing for the function, during the function and pack up afterwards. The Hirer will not permit or support disorderly, loud or offensive behaviour or language. The hall has neighbours living close to the hall. Respect needs to be demonstrated to these residents and limit excessive noise and sustained noise levels.

Parking

Adequate parking is available on Stokers Road but not immediately in front of the hall. Parking is also available on the green opposite the Hall. Vehicles may be driven to the side of the Hall to offload equipment.

Telephone

There are no public telephones at the Hall however there is a public phone outside the general store/post office. Mobile reception is best at the front of the hall outside or opposite the Hall on the green.

Single use plastics

From 1 November 2022, NSW's single use plastic ban came into effect. Hirers of the hall can no longer use plastic straws, plastic stirrers, plastic cutlery bowls and plates or polystyrene food service containers, including polystyrene cups.

Compostable plates and cutlery made from bamboo or sugar cane are good alternatives.

The hall also has a comprehensive range of crockery and cutlery which is available when you hire the kitchen. Remember to washup and put away at the end of your booking.

Decorations

The hanging of flags bunting, lights or other decorations or the erection or placement of any structures is not allowed without prior agreement from the Hall Committee. No nails, tacks, screws, etc. are to be placed in the walls, floors, furniture or fittings of the Hall.

Single use decorations are not permitted. This includes:

- All balloons including helium, latex (biodegradable and non biodegradable) and water balloons.
- Glitter, confetti, sequins, tinsel and plastic streamers.
- Party poppers and glow sticks.

All decorations including tape are to be removed from the building after use and the Hirer is responsible for all waste and unused materials after the function.

All goods, property or materials brought in by the Hirer or any persons on their behalf must be removed no later than the expiration of the booking unless special arrangements have been made.

Bottled water

As part of the National “choose tap initiative”, the use of water in plastic bottles is discouraged at the hall. Instead drink the filtered tap water or bring your own refillable drink bottle.

Objectionable Items

The use of confetti, chewing gum, fireworks, candles or other articles deemed by the Hall Committee are prohibited.

Smoking

Smoking is prohibited inside the Hall as per Section 6A of the Smoke Free Environment Act 2000 and not allowed within 4 metres of an entrance or exit from the Hall. Cigarette butts must be disposed of in the ashtrays provided. Hirers are expected to collect and dispose of discarded butts.

Vacating the Hall

On completion of the booking, the Hirer is responsible for:

Hall

- Packing away tables (if used).
- Clearing chairs from the floor and stacking along supper room wall.
- Toilets - sweeping toilet floors. Wipe over toilets and hand basins. Emptying used paper towel into the outside wheelie bin on the corner of the hall. Cleaning bucket and mop in lady's toilet behind the door.
- Sweeping (only) hall floor. Brooms are in the store behind the bar. Dustpan is under the front reception counter. No water to be used on the hall floor.
- Placing contents of inside bins into the outside wheelie bins. Please be aware, the yellow bin is for recycle items only. Bin liners for the inside bins are under the hand wash basin. Black liner for the rubbish tin, green liner for the compost bin. No liner for the re-cycle bin.
- Returning keys to the Key Safe or Booking Officer by the next day (if you have the key).
- Turning off all internal and external lights and ceiling fans. Check the rotary switches for the kitchen and supper room fans are in the OFF position.
- Checking windows are closed and latched.
- Closing up and locking all entry points.

Kitchen (if used)

- Removing all your items from the fridge, clean and turn off.
- Leaving all surfaces wiped down and clean (cloths and detergent under sink).
- Washing and drying any items used and put away (tea towels found under the hand washing basin).
- Checking oven – make sure all food is removed, oven clean and turn off.
- Ensuring air conditioning is switched off.
- Sweeping and mopping floor.

ADDITIONAL CLEANING FEES MAY BE CHARGED IF THE HALL, KITCHEN OR TOILETS ARE NOT LEFT CLEAN AND TIDY.

Please be mindful that other bookings may occur the day following your booking.

Bond

A Security Deposit (Bond), if required, is used to compensate against the cost of additional cleaning or breakages which may have occurred in the Hall whilst under your Hire. The amount of the bond varies depending on the type of hall hire and is set out in the Hire Rates table below.

The bond is payable at the same time as your hall hire fee is paid.

The bond is fully refundable and returned by direct deposit within 1 week after satisfactory inspection of the Hall provided all the conditions under Vacating the Hall have been met.

Hire Rates at 12th March 2024

Details	Hire	Bond
Casual Rate up to 4 hours maximum. Existing regular hirers at 12th March 2024	\$20 per hour \$15 per hour from 1 July 2024	\$50 \$0
Kitchen	\$80 per day	\$50
Function rate	\$200 per day plus \$5 per person if applicable – see Note 1	\$200
Corporate rate	\$300 per day plus \$5 per person if applicable – see Note 2	\$200
Weddings	\$300 plus plus \$5 per person if applicable – see Note 2	\$200

Capacity of the hall is 120 people

Function rate Note 1 An additional \$5 per head applies up to 40 people if the formal crockery, glassware and white table linen is required. Table linen to be washed as required and returned. For more than 40 people a flat rate of \$400 applies.

Corporate rate & Weddings - Note 2 An additional \$5 per head applies up to 40 people if the formal crockery, glassware and white table linen is required. Table linen to be washed as required and returned. For more than 40 people a flat rate of \$500 applies.

All levels of Hire are determined at the discretion of the Hall Committee.

Additional Hire Information

Weddings

The hire charge includes use of the kitchen and allowance of a day each side of the wedding for setup and packup (depending on hall availability).

Kitchen

- Kitchen hire includes oven, fridge, kettle and a basic range of kitchenware including plates, bowls, mugs, cups, saucers, glasses and a mixture of cutlery located under the benches and on the shelves, together with chopping boards, blender, food mixer, cooking utensils and pots and pans.
- The commercial coffee machine in the kitchen is for committee use only.

Kitchen Use

- You will need to provide your own tea, coffee, milk and any other food or drink items required.
- The two door fridge is available for use. The drinks fridge and freezer located outside the kitchen are not available for use.

Hall setup

Hirer to arrange trestle tables and chairs as required. Twenty 1.8m tables and ten 2.4m tables are available for use.

Items for hire externally

- Formal crockery, cutlery, glassware and linen hire \$5 per person.
- Coffee Dripolators at \$10 per machine. Breakage replacement \$80.

**STOKERS SIDING – DUNBIBLE MEMORIAL HALL
APPLICATION FOR HIRE**

Applicant:.....
Organisation name (if applicable):.....
Phone No:.....Email Address:.....
Address:.....
Date of Hire:.....Time from:.....Time to:.....
Name of event:.....
Estimated number attending event:.....
Kitchen required (yes/no).....

Disclaimer

I have read and agree with the Terms and Conditions of hire. Confirmation of this application will be made on payment of the hire charge and bond and I understand that the booking cannot be confirmed until these fees are paid.

Signature of Hirer.....Date:.....

Serving or sale of alcohol

If alcohol is to be **sold/served** at the function, you or another person responsible must have an RSA certificate and the function must be covered by a Liquor licence.

Public Liability Insurance

You must have your own public liability insurance if your event is held to earn income, e.g. charging entry fees, selling goods, etc. A copy of your Certificate of Currency must be provided to the Booking Officer before your booking can be confirmed.

Bond

A bond (if required) is to be paid as a direct deposit to the Hall’s Bank Account (details below). The bond is fully refundable and returned by direct deposit after satisfactory inspection of the Hall provided all the conditions under Vacating the Hall have been met.

Your bank details for refund of bond

BSB No.....Account No.....

Account Name.....

Please sign and return this form only by mail or email to the Booking Officer

Stokers Siding-Dunbible Memorial Hall
PO Box 8039
Stokers Siding NSW 2484

BSB 062-580 (CBA, Murwillumbah)
Account No. 00901161
(Please include your reference)

Contact Peter Holmes, mobile 0401 995 795, email stokerssidingdunbible244@gmail.com