

Eaton Community Hive Hall Hire Application

NAME OF HIRER: _____ DATE: _____

ADDRESS: _____ PHONE: _____

EMAIL: _____

TYPE OF FUNCTION: _____

DATE OF USE: _____ HOURS: From _____ To _____

AREA REQUIRED _____ NUMBER OF PEOPLE _____

*Acceptance of booking will be at the discretion of
the Eaton Family Centre Management Committee.*

CONDITIONS

1. **Bond:** A bond of \$_____ is payable at the time of booking to confirm date. Subject to post hire inspection report this bond will be refunded in full to the hirer. A cheque or bank transfer will be issued within 7 days.
2. **Insurance:** The hall hirer or persons connected with the hirer's booking are responsible for insurance for their hall hire activity or activities. The Centre **does not** provide insurance coverage for any individual hall hirers.
3. **Regular Bookings:** Regular permanent bookings are to advise the Centre of the permanent cessation of bookings two weeks in advance to ensure a full refund of bond. Full fees will be charged for the days bookings are held.
4. **Absent Bookings:** A full two weeks notice is required by all permanent users if you occasionally do not require your regular booking. Full fees will apply if your room is not used by your group and no notice is given, as the room is saved for your use.
5. **Guarantor:** Users under the age of 25 year will be required to provide a guarantor, over the age of 25 who must be present at the function.
6. **No Smoking:** The building and surrounding fenced playground areas are all non-smoking areas.

7. **Condition of Property:** The Family Centre is to be left in the same condition as prior to the hiring of the Centre. All areas and surfaces used are to be cleaned, including tables, carpets and floors. Furniture must be returned to its original position and condition. The cost of any breakages will be deducted from the bond and any additional cleaning required after the hire will be charged at commercial cleaning rates.
8. **Damages:** The hirer is liable for damages in excess of the bond held.
9. **Locking up:** All locks (windows and doors) and bolts (top & bottom) are to be secured. Electrical equipment (ovens, fans, lights, air-conditioning) are to be turned off. Gas heaters are to be turned off. These checks must be completed just before leaving the building. Any utilities left on by a hall hirer may incur a service charge.
10. **Keys:** Keys and security code are to be held by the hirer only and no other person.
11. **Curfew:** As the Family Centre is in a built up area, we ask in consideration to our neighbours that music/loud noise cease at 12 midnight and the Family Centre be vacated by 12.30am.
12. **Behaviour:** The hirer must take all reasonable action to control the behaviour of persons within the Family Centre and surrounding grounds.
13. **Amusement Activities:** The Centre cannot accommodate bouncy castles. Hall hirer must advise and seek approval if a third party/or parties are to be involved or providing a service at a hall hirer's activity.
Fireworks, sparklers or naked flames are not permitted on the premises.
14. **COVID-19:** All hall hirers must ensure that current Government physical distancing and hygiene regulations and protocols are observed during period of hire.
15. **Breach of conditions:** If any of the above conditions are breached the hirer's bond or part thereof may be forfeited at the discretion of the Management Committee according to the circumstances.

I _____ hereby agree to accept and abide by the above conditions.

SIGNATURE: _____

Office Use:

Hall Hire Receipt No: _____

Bond - Receipt No: _____ Hall Hire Fees Charged: \$ _____

Keys given: _____ Date Keys returned: ____/____/____

(List exact keys)