

CLAYTON COMMUNITY ASSOCIATION INC.

Conditions to HIRE the Clayton Community Hall

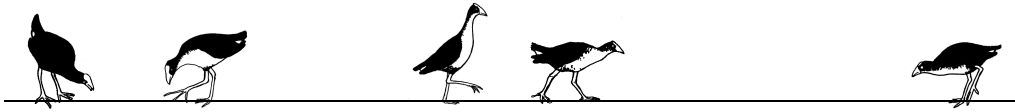
The Clayton Community Association (herein referred to as the CCA) has been empowered by the Alexandrina Council to manage the hire of the Clayton Community Hall.

When hiring the hall, the following conditions must be adhered to:

1. All functions held at the Clayton Community Hall shall finish at the following times:

Monday to Thursday	12 midnight
Friday, Saturday & New Years Day	1.00 a.m.
Sunday	11.00 p.m.

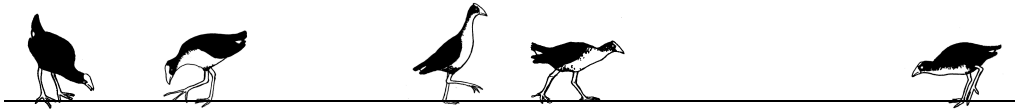
2. The hirer shall indemnify and keep indemnified the Clayton Community Association, its servants, agents or contractors from and against all actions, claims, losses, damages, costs and expenses whatsoever which may be taken against or incurred by the Clayton Community Association, its servants, agents or contractors with respect to injury to person or property in, about, or upon any portion of the Hall occurring while any such portion of the Hall is being hired pursuant to this application **PROVIDED THAT** the hirer shall not be liable under this clause for any injury as aforesaid caused by the neglect or default of the Clayton Community Association and the Alexandrina Council, its servants, agents or contractors.
3. In the event of any damage being caused to the said premises or anything therein by the hirer, or any one upon the premises or acting with the hirer's express or implied consent during the period of occupation, the hirer accepts liability for such loss or damage and hereby covenants to indemnify the CCA against all proper costs, charges and expenses in respect thereof.
4. The hirer will observe these Conditions of Hire, and all State and Commonwealth Laws.
5. Within one hour of the termination of the period of hire, or within such other times as may be approved by the CCA, the hirer may strike all sets and remove



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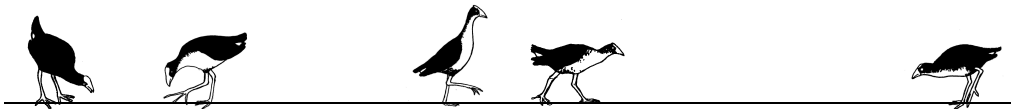
from the building, all materials that are the property of the hirer. **PLEASE NOTE** that materials not removed within the stipulated period will be disposed of at the discretion of the CCA.

6. A bond of up to **\$100** may be payable in advance with the hiring fee, and is refundable if, on inspection, all the conditions have been complied with. The bond must be paid to the CCA at the time of lodging the booking confirmation form. The hiring fee shall be in accordance with the schedule of fees current at the time the function is held.
7. Notice of cancellation of bookings must be given to the CCA not less than seven days prior to the function date; otherwise the deposit paid will be forfeited.
8. Where a charge for the consumption of liquor is to be made to persons attending the function by means of attendance fees, or direct charges, the hirer must hold a Limited Licence under Section 46 of the Liquor Licensing Act, 1985, Form No. 5
9. The Clayton Community Hall and its contents are at all times under the control of the CCA who shall have the sole authority with regard to the use of equipment, safety precautions, and all matter associated with the use of the premises by the hirer.
10. The hirer shall be responsible for ensuring compliance with all conditions of hire, and to this end should provide stewards for the efficient supervision of the function; for the safety of persons attending the function and the preservation of order thereat.
8. The CCA reserves the right to refuse any booking without assigning a reason.
9. The volume of music played inside the Clayton Community Hall building shall be no greater than that which would conform with the provisions of the Environment Protection Act.
10. The consumption of food or beverages and the provision and playing of music or other entertainment shall be restricted to the inside of the Hall building unless otherwise approved by the CCA in writing.
11. All hirers shall be responsible for setting tables, chairs, etc in the manner required for their use. Chairs and tables should be lifted into position - any marking of floors as a result of incorrect use will be at the cost of the Hirer.
12. All chairs, tables etc. must be replaced to their original positions after use.



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13. All the facilities utilised are to be left in a clean and tidy condition with all rubbish, including papers, cartons, bottles etc. to be disposed of in the rubbish bin.
 - a. Floors, bench tops and equipment are to be left in a clean condition and where necessary:
 - b. Main hall, supper room and kitchen floors are to be swept and mopped if spillage occurs;
 - c. Tiled areas are to be swept and mopped
 - d. All laminated surfaces are to be wiped
 - e. Toilet bowls and urinals to be cleaned
 - f. All crockery, glassware, cutlery, condiments and equipment used must be cleaned and replaced to their original position after use.
 - g. **Please note:** when mopping floors, care must be taken that an excessive amount of water is not used.
14. All commodities or facilities required, not listed in the inventory, must be provided by the hirer. The hirer will be responsible for any loss or breakage.
15. No portable cooking, refrigeration or apparatus of any kind is to be set up or used within the facility without the specific approval of the CCA.
16. All electric lights, ceiling fans, heaters and appliances must be switched off on vacating the hall and all doors **MUST** be locked otherwise an amount of \$10 will be deducted from the bond money.
17. The hirer is responsible for any liability arising from the use of the facilities, including loss or damage to the facilities, fixtures and fittings.
18. No decorations, posters of any matter may be fixed to painted surfaces, drapes and banners.
19. A public liability insurance cover of no less than \$10,000,000 **must** be affected by and at the cost of the hirer for the period of hire, and a certificate of currency must be available to the CCA if requested.
20. Portion or all of Bond will be retained and further charges levied at cost should the facilities not be left in a clean and tidy condition, or any loss or damage to facilities, fixtures and fittings is caused. Early entrance or late exit times and unauthorised use of equipment may be charged at the appropriate cost.
21. Smoking is strictly prohibited in the building.



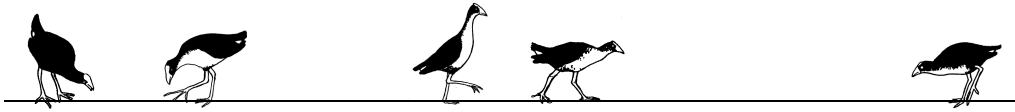
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22. Confetti is not to be thrown within the building or grounds of the Hall.
23. On the next day after function before 10.00 a.m., the keys are to be returned to the nominated CCA representative or alternatively put in an envelope marked **The CCA President** and left at Sails Restaurant for collection.
24. **Advice to Hirers where a function includes serving of Alcohol:** It is the responsibility of each individual hirer to obtain the necessary limited licence. Any hirer, who cannot produce a licence for display in the premises prior to or at any time of the function, will not be allowed to serve liquor. Limited Liquor Licence application forms must be lodged with the Office of Liquor and Gaming Court at least 14 days prior to the function. Phone number 8226 8477 .Application for a Limited License (Liquor Licensing Act 1997)
25. It is the function/event organisers that have the responsibility to ensure the safety and security of everyone attending the function/event. When a function or event includes the serving of alcohol (regardless of whether alcoholic beverages are sold or provided free of charge), this responsibility is of increased importance. Organisers should be aware that *they* may be held liable for the behaviour of guests if they become intoxicated at their function/event.
26. Under no circumstances is the hall is not to be sub-let by the hirer.

Fee Schedule

Hall Hire Use	Bond	Hire Fee	
		½ Day	Full Day
Public Meetings	Nil	Nil	Nil
CCA meetings	Nil	Nil	Nil
CCA Fundraisers	Nil	Nil	Nil
CCA Workshops/activities	Nil	Nil	Nil
Clayton Social Activity Groups	Nil	\$20	\$50
Clayton CFS Meetings	Nil	Nil	Nil
Clayton CFS – Fund Raisers	Nil	\$20	\$50
Community Groups - Meetings	\$50	\$20	\$50
Ngarrindjeri Elders Meetings	\$50	\$20	\$50
Community Service Groups - Fund Raisers	\$50	\$20	\$50
Political Meetings	\$100	\$50	\$100
Other	\$100	\$50	\$100

Additional Fees that may be charged:



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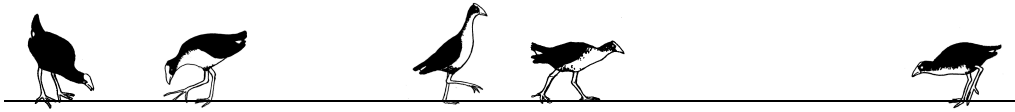
- a. If the hall is not left clean and tidy, a contractor will be engaged to bring the hall to the satisfaction of the CCA at \$30 per hour plus GST.
- b. If the hall is left unlocked or hall lights, ceiling fans or heaters are left on, a fee of \$10 will be charged to the hirer.
- c. Any damage done by the hirer will be replaced or reinstated at cost plus \$50.
- d. The hirer will be required to pay the CCA \$20 to replacement lost keys.
- e. Use of the PA system will be \$5 per hour
- f. Use of the CCA BQ will be \$20 per meal. If not left in a clean condition another \$20 will be charged.

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CCA Use Only

An amount of \$_____ hall hire fee and \$_____ bond has been paid. The treasurer has provided a receipt to the hirer.

The bond has/has not been returned.

If has not, state circumstances and any additional expenses to be charged to the hirer:



CLAYTON COMMUNITY ASSOCIATION INC.
Application to HIRE the Clayton Community Hall

We/I _____ (Name and Organisation)

Of _____ (address)

Phone Number _____ email address _____

wish to hire the Clayton Community hall.

from _____ to _____

For _____

And we/I _____ agree to the conditions of the hall hire as required by the CCA Inc. and we enclose the appropriate fee and bond being a total of \$ _____

- We have PL insurance
- We have a liquor licence
- We will require the PA system
- We require the CCA BBQ

Printed Name and Signed on behalf of the hirer

Printed Name and Signed on behalf of the CCA Inc.

Contact Phone Number: _____