



Occasion: _____

Date of Hire: _____

Start/Finish times: _____

KIAMA DOWNS SURF LIFE SAVING CLUB Inc.
HALL HIRE AGREEMENT

Conditions of Hire

1. The hire is limited to the hall area, use of the kitchen and function facilities.
2. The facility can only be used at the agreed upon times.
3. The facility cannot be used for any other purpose than as stated above.
4. No Fire exit doors are to be blocked by chairs / tables etc.
5. Bond must be paid in **cash**.
6. Hirers will be charged additionally for any extra expenses incurred from hiring out the rooms (eg in relation to security, cleaning, moving furniture, damage, breakages etc) with the charge being deducted from the bond or recovered separately if greater than the bond.
7. Hirers must produce evidence of public liability insurance organised through Kiama Council.
8. Smoking is not permitted under any circumstances inside the facility.
9. No Illegal activity, particularly any sale of liquor, is permitted around minors.
10. The Hirer is responsible for all Liquor license laws of NSW State.
11. No alcohol to be brought onto the premises without firstly seeking consent from the Hall Manager.
12. Nothing owned by Kiama Downs SLSC Inc, including any exhibits or decorations, shall be removed from the facility.
13. No eskies / or ice bins permitted on carpeted floor areas
14. Noise shall be kept to acceptable levels, in accordance with the Environmental Protection Act, and the hirer shall create no other nuisance during the period of hire.
15. No loud noise after MIDNIGHT. The hall must be vacated by 1.30am
16. Cooking / food preparation on outside deck is permitted only with prior arrangement with Club representative at the time of hire

Damage

18. The Hirer will be liable for all damages / breakages
19. All damages must be reported to the Kiama Downs SLSC Inc Hall Manager immediately.
20. Any necessary repairs / replacements due to negligence (or otherwise) will be undertaken by the Kiama Downs SLSC Inc with the charge being deducted from the bond or recovered separately if greater than the bond.

Security

21. 21st birthday parties must have a minimum of 2 accredited Security personnel on the night.
22. Proof for Security and Insurance will be in the form of a paid receipt.
23. On Vacating the premises
 - The facility shall be left in a satisfactory and clean condition. Any items of furniture or equipment that have been moved shall be returned to their original positions, without damage to the items or the facility.
 - All lights, fans, heaters and other electrical equipment must be switched off.
 - All windows and doors shall be locked.Failure to do so will result in an extra charge.

Cleaning

24. Hall cleaning must be complete by 9am the next day, with key return by 10am.
25. All garbage is to be removed and placed in the bins provided.
26. After emptying the rubbish bins the plastic liner should be replaced.
27. Extra rubbish will need to be removed from premises by hirer.
28. The kitchen floor is to be mopped. Bench tops cleaned, and all glasses, crockery to be washed and placed back in cupboards
29. Hall carpet is to be vacuumed.

Upon acceptance of the above terms you will be provided with a key which will provide access via the front door to the Hall, Kitchen, Deck and Toilets. Access to other parts of the facility is strictly prohibited.

Kiama Downs SLSC Inc agrees to;

1. Allow access to the Hall, kitchen and function facilities at the specified time noted on this Hall Hire Agreement.
2. Access to storage area as agreed.
3. Provide bins for the disposal of rubbish.
4. Provide liners for rubbish bins.
5. Provide a key to gain access via the front door of the facility.

Obligations of the Hirer

Upon any failure by the Hirer to fulfill the terms and conditions this agreement will be cancelled and the Hirer required to return the key immediately.

If a representative or any officer of the Kiama Downs SLSC Inc deems it necessary to shut down a function with or without the aid of Police the agreement will be cancelled and the Hirer shall return the key immediately to a representative of Kiama Downs SLSC Inc.

Acknowledgement by Hirer

The Hirer acknowledges that the facility is in such a condition at the date of commencement of the hiring as to render it suitable for the purpose for which the Hirer intends to use it.

Kiama Downs SLSC Inc reserves the right to cancel bookings in the event that the facility cannot be made available. It will endeavor to give as much advance notice as possible in such situations.

Indemnity

The Hirer indemnifies the Kiama Downs SLSC Inc and its officers from and against all actions suits claims and demands of whatsoever nature arising out of the hiring of the facility.

I/We have read and agree to the terms and conditions contained in this agreement.

Hire rates (Please circle)

*KDSLSC Member	Non Member	21st Parties	Daytime only
Hall hire:\$220 inc GST	Hall hire:\$660 inc GST	Hall hire:\$660 inc GST	Hall Hire:\$33/hr inc GST
Bond: \$500	Bond: \$500	Bond: \$1000	Bond: \$200

Person Hiring & Agreeing: (Print Name): _____

Address: _____

Signature: _____ Ph: _____ Date: _____

I will require the following:

I will be carrying out the following:

Bar (Bar Staff provided) Barbeque (\$50 fee applies) Cooking Live music/jukebox

I require the Friday before (from 12pm) for setup purposes (\$100 fee applies)

Other special requirements: _____

*Kiama Downs Surf Club Members must have a current membership and have been members for at least 18 months.