

# Coorabell Hall - Hire Agreement

## Hire Terms and Conditions

1. All hiring is subject to the Hire Terms and Conditions on this Hire Agreement between Hirer and Coorabell Hall Association Inc
2. The Hirer is liable for any damage, losses, repairs, breakages and other costs including (but not limited to) equipment, piano, audio visual, paintwork, walls, tables, chairs, kitchen appliances, crockery, cutlery, and additional cleaning (including the Hall grounds and parking area) if necessary. These will be paid from Hirer's bond – if the bond is exceeded then the Hirer will be liable for any costs additional to the bond.
3. Coorabell Hall Association Inc accepts no responsibility or liability for any loss or damage to any property belonging to the hirer or their guests. Coorabell Hall Association Inc reserves the right in its absolute discretion to exclude or remove any persons it deems undesirable from the hall without liability. If, prior to the hire date, unforeseen circumstances Coorabell Hall Association Inc has to cancel your hire it will not be held liable. Any monies paid will be refunded in full and Coorabell Hall will endeavour to relocate you to another suitable venue without prejudice.
4. **Bond:** A bond is payable prior to Hire, and will be refunded after verification that the Hall is a clean and tidy condition, cleaned, all rubbish removed, with no breakages or items missing.
5. **Decorations:** Facilities are provided by the Hall for wall hangings or decorations. No nails, staples, paint, screws, tape, or glues are to be used.
6. **Power & Water:** Fees include power and water. The hall has tank water which has a UV disinfection and filter system.
7. **Use of hall equipment:** crockery, cutlery and hall tables and chairs is included in the hire charges: 14 trestle tables and 100 stackable chairs are available. Numerous small round and square cafe style tables are available.
8. **Piano:** Prior arrangements must be made to use the piano.
9. **Projector:** The projector is generally not available for hire. Contact hall committee for enquiries.
10. **Regulations & Licensing:** Hirers are responsible for complying with any applicable food and alcohol sale licensing. Current COVID restrictions, food service and other regulations must be understood and complied with. No alcohol is to be sold on the Hall premises unless an alcohol license/permit has been obtained
11. **Candles & Fires:** Due to Fire Regulations, no incense or candles are permitted in the Hall, and no fires are permitted in the Hall or surroundings. There are three fire extinguishers in the Hall, one by each entry/exit door. Please be aware that not all can be fixed to the wall, and so are easily stolen or misused. The hirer is responsible for them and will be charged the costs of refilling or replacing them if necessary.
12. **Road Safety & Parking:** It is the event organisers responsibility to ensure pedestrian and parking safety. A parking marshall must direct patrons to utilise parking at the rear of the hall in the first instance. Event pedestrian road safety and Parking signs are provided and must be used for events where patrons park on the road. Signs are to be placed on corner Lofts Rd, and first power pole toward Mango Lane, 200m from the Hall. Road signs must be returned to Hall after events. If the road signs are not returned a sign return fee will be deducted from the bond..
13. **Noise levels:** Noise levels must comply with the legal limits (see below).
14. Hall patrons are to leave quietly and promptly. Event organisers must make at least one PA Announcement before noise curfew (see below), encouraging patrons to respect the peace of the neighbourhood and leave promptly and quietly.
15. **Camping is not permitted in the Hall car park.**
16. **Cleaning:** Our \$200 cleaning fee covers regular Hall cleaning e.g. hall, toilet and kitchen floors. You must ensure the venue is left in a tidy condition - washing up done and cleared, tables & chairs away, all decorations removed (including tape residue and sound system tape residue from floors), rubbish removed (including outside areas) - ready for the cleaner. If you fail to comply, additional costs will be automatically deducted from the bond and an invoice raised for any costs above and beyond this figure.
17. **Kitchen:** If the kitchen is used, kitchen crockery must be put away, cupboards closed, floor clean and mopped with floor cleaner. Refrigerators clean and left ON. Dishwasher to be cleaned, drained and turned off. Instructions are on the wall.

18. **Rubbish:** You/your caterer are responsible for the removal and disposal of all rubbish, cardboard and waste from the hall and outside areas at your own cost at the end of the hire. A local school provides a clearly marked bin for 10c deposit redeemable cans and bottles - all other bottles and cans must be removed. **The Council rubbish bins are not for hirer's use without prior arrangement. Absolutely no food scraps are to be left on the premises or outside.** If you fail to comply, costs will be automatically deducted from the bond and an invoice raised for any costs above and beyond this figure.
19. **Leaving:** Lights and fans are to be switched off. Windows and doors are to be left shut and locked. **See special instructions for opening and closing bifold doors below.** Follow the **Hall Leaving checklist.**
20. **Instructions on opening & closing Deck Bi-fold & Kitchen Servery Doors**  
Ensure all locks are undone (top and bottom) before opening doors. Return bifold doors to the closed position and engage the locks (check top and bottom). If the doors are difficult to close try putting the end door in position and pulling the leaves to their shut position, or try gently wiggling them or lifting them slightly. **Do not use force - it only breaks them.**
21. **Key:** Ensure keys are to be returned to the lockbox. Lost keys will incur a \$50 replacement cost.

Coorabell Hall Hire Fees		HIRE FEE
Half day - Mon-Fri	4 hrs	\$200
Half day - Sat-Sun	4 hrs	\$300
Full Day - Mon-Fri	8 hrs before 6pm	\$300
Full Day - Sat-Sun	8 hrs before 6pm	\$500
Night Hire 4pm-10pm (with amplified music) - SunThurs	8 hrs	\$400
Night Hire 6pm-10pm (with amplified music) - SunThurs	6 hrs	\$300
Night Hire 4pm-midnight (with amplified music) - Fri-Sat	8 hrs	\$600
Night Hire 6pm-midnight (with amplified music) - Fri-Sat	6 hrs	\$500
Regular Workshops, Classes (10x 1 hr booking block)	1 hr	\$350
Kitchen only	4 hrs 8 hrs	\$200 \$300
Weekend Wedding	3 days 9am Fri-9am Mon	\$3000

**Workshops & classes, NFP, Coorabell community and regular repeat booking and nights without amplified music - price may be subject to negotiation**

**Bond is \$300 for events. An additional surcharge will apply on public holidays.**

**Cleaning fee is \$200 and will apply unless other arrangements are negotiated.**

**To confirm booking 50% of the hire fee and bond is due at time of booking with the 50% balance due 28 days prior. If booking is less than 28 days full payment of fee and bond is required at time of booking.**

**BANK DETAILS:**

Coorabell Hall Association

BSB 062578 Account Number 00900442

**A copy of the transfer receipt must be emailed to [coorabellhall@gmail.com](mailto:coorabellhall@gmail.com)**

**Cancellations:**

Up to 28 days prior to the event – fees paid will be refunded less an administration fee of \$100.

Up to 14 days prior to the event - bond (and cleaning fees if paid) less a \$50 administration fee, plus 50% of the hire fees will be refunded.

Less than 14 days prior to the event – bond (and cleaning fees if paid) less a \$50 administration fee will be refunded, hire fees will be forfeited unless the hall is successfully booked for that time.

If the cancellation is due to Government Covid restrictions or natural disaster the booking may be postponed.

**Noise Limits and Curfew**

If noise levels are exceeded with the resulting complaint, the Hall Association will have another long battle on its hands to keep the music happening at Coorabell Hall. We will deduct an immediate complaint fee of \$200 plus any later associated costs from the bond. By signing the agreement to Hire the Hall and play amplified music you are agreeing to comply with the Noise Limits and Noise Curfew and all applicable laws including but not limited to the *Protection of the Environment Operations Act 1997*.

**If you cannot follow these conditions, please don't hire Coorabell Hall**

Regulations state that noise levels emitted should be such that nearby residences should not hear noise that:

- 1) exceeds background noise by more than 5dB **during the day** (from 7.00am to midnight on Friday and Saturday or before a public holiday, and from 7am to 10.00PM on Sunday to Thursday night); and
- 2) exceeds background noise **during the night** (from midnight to 7.00am on Friday and Saturday or before a public holiday, and from 10.00PM to 7.00am on Sunday to Thursday night).

**Considering the above the following amplified music conditions apply:**

- curfew/cut off times for amplified music are 9.45pm for a 10pm event finish before workdays and 11.30pm for a 12 midnight event finish on the weekends and public holidays
- Street facing doors and windows should be shut after 8.00pm to reduce neighbourhood noise penetration.
- Sound engineers and desk operators: Following audio tests completed, the maximum recommended level in the Hall is about 97db. The prevailing wind direction and strength should be noted. Conduct an external check during the event, on the road 150m either side of the hall, to gauge noise penetration to the neighbourhood, and adjust levels and door openings, fans accordingly.

**Agreement**

I have read the above Terms and Conditions and agree to abide by them. I understand that my bond may be forfeited in part, or in full, if any of these Terms and Conditions are breached. I certify I am over 18 years of age. I understand I am responsible and indemnify Coorabell Hall Association Inc against any claims that arise from the hiring and use of the Hall.

Hirer Signature:

Date:..

Print name:

Contact Number: