Hall Hire Procedure
May 2025

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1. Payment for Hire and Bond

- **Cash payments only** are accepted for both the hire fee and bond.

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2. Key Pick-Up

- **When:** Thursdays or Friday before weekend hire between 8.30 and 3.00
- **Before key is issued:**
    1. Hirer must complete and sign a **Hall Hire Agreement Form**.
    2. A photocopy of the signed agreement is to be given to the hirer and a scanned copy download to this folder
    3. Conduct a **walkthrough of the hall with the hirer** to inspect the condition.
    4. Complete the **Hall Hire Register** with the hirer:
        - Note any existing concerns, damages, or issues in the hall.

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3. Key Return

- **When:** Mondays between **8:30 AM – 12:00 PM**
- **Process:**

    1. Staff to conduct an **initial walkthrough** of the hall prior to meeting with the hirer.
    2. Conduct a **final walkthrough with the hirer**.
    3. Update the **Hall Hire Register** with any findings or notes.
    4. Make sure you have scanned and upload a copy of the **completed Hall Hire Agreement** into the designated folder.