



Hall Hire Procedure May 2025

1. Payment for Hire and Bond

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

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.
-

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.