



PO Box 69 Clarendon SA 5157

ABN 61 800 506 640

Conditions for Hire of Clarendon Community Hall

1. Schedule of charges

| Hall Hire | Charge |
|--|----------------|
| Hire – up to 2 hours | \$35 |
| Hire – half day | \$75 |
| Hire – daily rate (depending on function) | \$150-\$200 |
| Hire – including set up and clean up days | \$300 (3 days) |
| Hire – local not for profit clubs (meetings) | \$20 |
| Security bond for social events | \$400 |
| Deposit to secure booking | \$75 |
| Insurance – if no public liability is held | \$15 |

2. Use of hall

The hall is available for hire until 10pm on week nights and 11pm on weekends.

Close neighbours will be advised of any large weekend functions.

We ask that hirers of the hall involving music and the consumption of alcohol be considerate of these close neighbours.

There are currently no kitchen facilities available

The Kindergarten garden is not considered part of the hall hire.

The premises will not be available for hire on New Years Eve or Good Friday.

Smoking is only permitted in the car park. Please dispose of your butts responsibly.

3. Hire payments and approvals

Casual hires may be secured by completing and forwarding an Application for Hire form and gaining the approval of the Clarendon Community Association (CCA) according to the terms and conditions set out by the CCA.

No cost will be charged for making an Application for Hire, and applications will be considered by the CCA in the order they are received.

To secure a booking of the Hall, the intending hirer will be required to pay a deposit of \$75 within 7 days of being notified by the CCA that their application for hire has been approved. Half of the deposit \$35 will be refunded in the event that the approved hirer cancels their booking of the hall by written advice to the CCA at least 14 days prior to the date of the approved hire.



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Cancellation notified less than 14 days from the approved hire date will result in the full forfeiture of the deposit and no refund will be paid.

The bond as set out in the schedule of charges is required for all types of hire and must be paid by the approved hirer to the CCA a minimum of 7 days prior to the date of hire. The bond will be refunded in full the week following the function providing the hire of the hall proceeds as per the application for hire and all the terms and conditions attached to the approval granted for hire have been met.

This includes making sure:

- a. The premises, furniture, fittings, historic photos and church pews are not damaged
- b. The premises and car park are left in a clean and tidy condition to the satisfaction of the hall convenor and the CCA's nominated cleaner. All chairs and tables are returned to the store room and packed up as they were found. The toilets should also be checked prior to leaving the hall and if there is any additional cleaning required the hall convenor needs be notified.
- c. The keys for the premises have been returned

Where any of these requirements are not met, the CCA shall in its absolute discretion retain part or whole of the security bond to reimburse the CCA for cost or inconvenience according to the extent considered reasonable by the CCA. Notwithstanding the payment of the bond, the hirer will be fully responsible for and reimburse the CCA for all damages sustained to the premises and adjoining areas in order to return the facility to its original condition at the time it was handed over for hire. This includes all fixtures and fittings, furniture and equipment.

The hirer is responsible for leaving the whole premises clean, including all rooms used, toilets, barbeque area and car park. Function hirers are advised to confirm with their caterers as to what cleaning the caterer will carry out on behalf of the hirer.

The Application for Hire shall be provided on request.

Payment of fees can be forwarded electronically as follows:

| | |
|-----------------|--|
| Name: | Clarendon Community Association |
| BSB: | 105 078 |
| Account number: | 306 903 340 |
| Remittance to: | hallhire@cca.clarendon.org.au |



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4. Public liability

Apart from any public liability insurance the CCA may hold for its own purpose, the hirer is required to have their own separate public liability insurance to cover the full range of activity on sit of the premises during the period of hire.

Private individuals and small non-incorporated groups who do not have their own public liability insurance will need to pay the \$15 Risk Management Administration Fee. They will then be deemed to be covered by the 'ad hoc or occasional hirers' Public Liability Insurance Policy facilitated by the Onkaparinga Council.

This provides indemnity cover of \$10 million. Businesses, Statutory and Incorporated Bodies are not eligible to access this policy and need to arrange their own public liability cover.

The CCA will assume no responsibility for checking or advising on the adequacy of the cover procured or held by the hirer, as this remains the sole responsibility of the hirer.

5. Key collection, deposit and responsibility

Keys are collected from the Clarendon General Store. Currently the General Store opening hours are 8am – 6pm Monday to Friday and 8am – 1pm on the weekend. Please note that these times may vary throughout the year. The keys must be returned the next working day after the date of hire. The security bond will only be returned once all terms and conditions have been met and the keys returned.

Where the keys have not been collected and an emergency or after hours service is required to open the hall, a \$50 call out fee will be incurred and deducted from the security bond.

Regular hirers may retain the keys only by prior arrangement with the CCA hall convenor.

The keys at all times remain the property of the CCA and if lost must be reported to the CCA. The cost of re-keying and issuing new keys to all other key-holders will be borne by the hirer.

6. Hall access

Setting up and cleaning up of the hall is the responsibility of the hirer and must be undertaken during the hours of hire. The premises must be clean and tidied up to the pre-hire condition. All items brought in by the hirer must be removed and the hall vacated on the same date of hire. No cleaning or returning of the premises to their pre-hire condition shall be left until the following day unless by prior arrangement with the hall convenor.

Parking is available in the Clarendon Community Hall carpark.



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7. Types of functions

The type of function must be advised via the Application for Hire. The CCA reserves the right to refuse or cancel any function believed to be an inappropriate use of premises.

Pre-wedding functions (bucks or hens nights) will not be permitted in these premises.

If the hall is used for a function other than specified on the Application for Hire, the bond will be forfeited.

8. Security guards

It is strongly recommended that Security Guards be engaged for all large private functions and may be a CCA condition of hire. The CCA recommends Titanium Security and hirers have used this company in the past: <https://titaniumsecurity.net/>

9. Facilities

The hall is wheelchair accessible. The toilets are accessible with a walking frame but not wheelchair.

The hall has a main hall area, complete with stage, storage room, a small under cover veranda and outside toilets. There are currently no kitchen facilities. Other facilities available are piano, trestle tables, chairs and reverse cycle air-conditioning.

The hall operates primarily as a community facility and access by a range of local groups and individuals is encouraged.

The hirer should ensure that the facility is fit for their intended purpose and that they report anything they consider unsafe or unsatisfactory to the hall convenor.

10. Hall capacity

The Clarendon Community Association restricts the number of persons using the hall to 80. This number may be negotiated with the hall convenor depending on the type of event.

11. Alcoholic beverages

If alcoholic beverages are to be sold or consumed on the premises, the appropriate license must be obtained. This is the responsibility of the hirer. Such license must be made available to any Officer of the Law upon request, during the time of the function. Please contact SA Consumer and Business Services for further details.

Where a liquor license is required, the hirer shall forward a copy of the license to the hall convenor upon or prior to the payment of the security bond. The CCA reserves the right to cancel the booking,



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refunding any security bond paid but retaining the full amount of the deposit if a liquor license is required but no copy of the same is produced by the hirer prior to the date of hire.

12. Care and maintenance of the premises

Rooms and spaces are to be left in a clean and tidy condition with chairs stacked and fold away tables placed inside the storage area. Pews are to be lined up against the walls of the main hall.

The hirer shall ensure that when the last persons leave the premises:

- a. All external doors are locked
- b. All windows are shut and secured
- c. All lights, both air-conditioners and appliances are turned off
- d. Toilets and bathrooms are left clean and tidy

It is the hirer's responsibility to see that the premises are secure, whilst in attendance and when leaving the hall. Breaches of any of these conditions may result in forfeiture of the security bond or termination of use of the facility.

13. Emergencies

At all times during the function the EXIT doors must be kept clear and remain unlocked.

Please observe the location of fire extinguishers and the instructions displayed on them for their use.

Emergency contact numbers will be provided upon confirmation of your booking.

The hirer shall be responsible for effective evacuation into the carpark in the event of an emergency during the period of hire.

14. General information

The Environment Protection Authority prescribes maximum permissible noise levels for various types of premises. Legislation provides for heavy penalties (up to \$5000) for failure to comply with statutory requirements relating to excessive noise.

Hirers are responsible to see that no breach of the Music or Broadcasting Copyright Act takes place.

Hirers are also encouraged to consider the nearby neighbours and ensure that they are not impacted in a negative way during an event.



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15. General conditions

- a. The control of the Clarendon Community Hall is vested with the Clarendon Community Association Committee or nominee who reserves the right to vary the conditions of hire at their discretion.
- b. Confetti, adhesive tape, nails tacks or such like shall not be used except with prior permission
- c. All historic photos are to remain on the walls at all times except with prior permission
- d. Electrical installations are not to be interfered with
- e. The hirer shall be responsible for the loss of any furniture or furnishings and for the cost of replacing or repairing any damage done to the furniture, furnishings or any part of the premises, for the time the hirer or their employees, helpers or agents during the period of hire.
- f. CCA accepts no responsibility for loss or damage which may occur to the hirer's goods or equipment during the period that such goods or equipment are lodged in the hired premises or anywhere upon the CCA property.
- g. Sub-letting of the hall or part thereof is prohibited
- h. Advertising on or in the hall is not permitted except with prior written approval
- i. Hirers at all times are subject to the direct of the CCA hall convenor or other nominee of the CCA.