



Hall Hire

TERMS AND CONDITIONS

Types of Use

Lake Macquarie City Council's Community Halls must not be used for the purpose of holding any activities that may be deemed **discriminatory or hate inciting**.

The type of activity must be advised at the time of booking. BNC reserves the right to refuse or cancel any booking if the activity is deemed to be an inappropriate use of the premises.

For statistical data we request all groups record numbers of attendance at each session in the hall's diary.

Public Liability

In order to secure a booking **the Hall Hire Agreement** must be completed in full by the Hirer and evidence of the organisation's current Public Liability Insurance policy provided.

For **one-off bookings** the Hirer, in paying the fee, will be covered by Council's general public and products liability insurance policy. For **ongoing or long-term bookings** the Hirer should have public liability insurance as detailed below.

Incorporated community or commercial organisations must hold a current public liability insurance policy for a minimum sum of **ten million dollars** against all actions, costs, claims, damages, charges and expenses which may be brought or made or claimed against them in relation to the activity for the period of the hire. Evidence of the current policy must be provided to BNC at the time of securing the booking through a Certificate of Currency.

Entertainment Noise Levels

The playing of music or other entertainment shall be restricted to the inside of the building and is to finish at 11.30pm.

Security

The Hirer shall ensure that all doors and windows are securely fastened and lights to be turned off when leaving the facility.

For functions deemed as requiring security, this will be organised by BNC and payable by the hirer.

If security is called for a false alarm, this will be **charged to the hirer**.

Emergency & after hours contacts

SAPIO Security 02 96000060

Manager - Kylie 0401427255

Waste Disposal

All waste must be removed from site by the hall hirer.

BNC strongly encourages the Hirer to appropriately recycle materials such as cans, bottles, cardboard and paper.

Failure to comply with these conditions to the satisfaction of Council may affect the organisation's future eligibility for use of the facility.

Cleaning

At the completion of the organisation's activity all floors must be swept, mopped if appropriate, tables, chairs and other furniture placed in their original positions and all areas including toilets, left in a clean and tidy state.

The Hirer will ensure that any breakages of glass or spillage of food or drink are cleaned up immediately. The Hirer agrees to reimburse the Centre any costs incurred in repairing, cleaning or replacing any part of the premises, fixtures, fittings or equipment damaged by the Hirer.

Where the Hirer does not comply with these conditions to the satisfaction of BNC the organisation's future eligibility for use of the facility may be affected.

Where cleaning of the venue is not to BNC's satisfaction or any damage has resulted from the activities, the Hirer will become liable for any additional costs.

Any property or goods belonging to the Hirer remaining in the facility after the termination of the booking period will be disposed of at the discretion of BNC.

BNC agrees to ensure the area is in good order at the commencement of hiring.

Refund of Hall Bond & Key Deposit

1. Premises, furniture, fittings and all other equipment have been returned undamaged and clean to designated storage places;
2. Premises, including hall, foyer, toilets, entrance, kitchen, and walkways have been left in a clean and tidy condition;
3. Waste has been handled per the conditions herein;
4. Hall Keys have been returned on time and in working order;
 - 4.1. The Hirer agrees to ensure that the abovementioned keys are held by the above named Key Holder at all times and that no copies are made; and to notify BNC of the details of any new Key Holder when appointed;
 - 4.2. The Hirer agrees to notify the Centre of the details of any new Key Holder they may appoint;
 - 4.3. The Hirer agrees that in the event of a lost key, the key holder/organisation will be responsible for the replacement of the lock cylinder and all keys to this lock that require replacing (Note; Keys are on a master lock system and are therefore costly to replace).

Indemnity

The Hirer agrees to indemnify and keep indemnified BNC against any action, claim or demand whatsoever which arises or may arise as a result of the Hirer's function.

The Hirer indemnifies BNC for the loss or damage of any equipment, property or personal belongings.

Disclaimer

BNC reserves the right to review the hiring fees and to set any other conditions that are deemed to be necessary in the best interest of the operation of the BNC premises.

If through circumstances beyond the control of Council, the premises hired became unavailable, BNC reserves the right to cancel or renegotiate the booking.

BNC shall not be liable for any loss, damage or injury whatsoever suffered by the Hirer as a result of the unavailability.