



Hall Hire Policy

PURPOSE

This hall hire policy is to outline the terms and conditions of hall hire and to ensure all hall hire is within the framework of the Neighbourhood House Vision and Mission.

POLICY

Room Hire Charges and Fees Community Groups

Hall Hire (Does not include cost of kitchen hire)

Day Hire (Short Hire) \$10.00 per hour (Minimum 2 hours) From 6am to 6pm

Full Day Hire \$100.00 From 6am to 6pm

Night Hire (Short Hire) \$15.00 per hour (Minimum 2 hours)

Night Hire \$100.00 From 6pm to Midnight)

There is a maximum of 80 people in the hall.

KITCHEN HIRE \$5.00 per hour (Minimum 2 hours)
(includes use of some appliances and utensils)

LOUNGE/FOYER HIRE \$5.00 per hour (Minimum 2 hours)

NO FOOD to be consumed in this area

Booking times will be adhered to on all bookings, but extra time may be available on request to Booking Officer.

Booking times do not include set-up or clean up times, these times are to be added to the Hall Hire times at the discretion of the Neighbourhood House Committee.

Key Deposit: \$30.00 to be paid at booking time.

Deposit: Is required for all functions.

Small Functions \$50.00

Large Functions \$100.00

All damage will be paid for or reimbursed to hall management by hirer.

Insurance: A copy of Public Liability Insurance/Certificate of Currency must be provided to the Booking Officer at least one week prior to the function.

No booking for hire will be formalised or accepted until **a deposit fee has been paid and a hire agreement has been completed and signed.**

Cleaning is the responsibility of the hirer.



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Room Hire Charges and Fees External Agencies (not for profit)

Hall Hire (Does not include cost of kitchen hire)

Day Hire (Short Hire) \$15.00 per hour (Minimum 2 hours) From 6am to 6pm

Full Day Hire \$180.00 From 6am to 6pm

Night Hire (Short Hire) \$20.00 per hour (Minimum 2 hours)

Night Hire \$120.00 From 6pm to Midnight)

There is a maximum of 80 people in the hall.

KITCHEN HIRE \$10.00 per hour (Minimum 2 hours)
(includes use of some appliances and utensils)

LOUNGE/FOYER HIRE \$10.00 per hour (Minimum 2 hours)

NO FOOD to be consumed in this area

Booking times will be adhered to on all bookings, but extra time may be available on request to Booking Officer.

Booking times do not include set-up or clean up times, these times are to be added to the Hall Hire times at the discretion of the Neighbourhood House Committee.

Key Deposit: \$50.00 to be paid at booking time.

Deposit: Is required for all functions.

Small Functions \$50.00

Large Functions \$100.00

All damage will be paid for or reimbursed to hall management by hirer.

Insurance: A copy of Public Liability Insurance/Certificate of Currency must be provided to the Booking Officer at least one week prior to the function.

No booking for hire will be formalised or accepted until **a deposit fee has been paid and a hire agreement has been completed and signed.**

Cleaning is the responsibility of the hirer.



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ADOPTION AND REVISION HISTORY

Include policy versions, approvals, review dates etc. here. **Reviewed On: February 2017**
Due for Review On: February 2018

This policy was adopted by the Management Committee of Portarlington Neighbourhood House on

Signature

Signature

Print name

Print name

Position

Position



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Conditions of Hire

1. Hire of Hall only.
2. Hire of Hall including Kitchen and crockery ,fridge etc.
3. Hire of Computer Room.
4. Use of Foyer/Lounge.

Equipment.

1. **Hall Hire Only.** Tables and chairs sufficient for 80 people.
2. **Hall Hire including Kitchen and contents,** a small refrigerator, urns and small microwave are available for use as part of this hire charge.

NOTE: This is the sole equipment of this type permitted to be used by the hirer. An electricity fee may be applicable for extra items.

3. **Foyer/Lounge Area** This can be hired separately at the discretion of the Committee of Management.

1 **Decorations.** Decorations may be used with permission. The use of pins, nails, screws or staples to affix decorations is not permitted. Use of such items could cause the loss of deposit.

2 **Duration of Hire.** All hire activity must finish at the time listed. Persons may only remain after that time for the purposes of cleaning the premises and precinct of the Neighbourhood House. Without exception PNH must be vacated by end of hire plus 30 minutes. Clean up time on the following day will be allowed for the hall to be returned to handover state by 9.30am or subject to hall hire commitments. Time limits will be listed on your hire notice.

3 **Decorum.** The hirer and their party are expected to conduct themselves in a satisfactory manner. The hirer is responsible for the control of the quantity of alcohol consumed.

4 **No Smoking.** Smoking is not permitted anywhere on the premises.

5. **Noise Pollution.** It is expressly agreed between PNH and the hirer that the hirer will bear all responsibility for the control and abatement of any noise within the House and the surroundings during the period of hire. It is



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clearly understood that all music, noise and activities must cease at the time listed.

The House is located in a

residential area and excess noise will not be tolerated.

Failure to do so will result in forfeiture of the security deposit and may result in police action.

6. Cleaning. It is the responsibility of the hirer to clean the hired area and leave it in the order it was found or a cleaning fee will apply.

7. Removal of Waste. Foodstuffs, waste paper, glass cans etc. are all to be removed from the premises. Any items left for PHN to dispose of will be charged at commercial disposable collection rates.

8. DAMAGE. Any damage rendered to the building, fixtures, fittings, floor coverings, electrical equipment, furniture, windows, fire fighting and safety items, interior decorations etc. will be borne by the hirer.

9. PAYMENT. The Hall Hire Fee must be lodged with the Hire Application. The Security deposit, plus any extra hire fees must be paid at the time of collecting the access key.

10. INJURY. The Portarlington Neighbourhood House accepts no responsibility for any injury suffered by person/persons hiring the facility or any person in attendance during the period of hire whether the injury is received in the facility or surrounds.

I/We abide by the conditions of Hire.

Please print Name of person.....

Signed by.....

Name of Organisation.....

Email:Telephone:



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Premises and Facilities Hire Agreement

The Portarlington Neighbourhood House will provide premises and facilities for hire by for-profit and not-for-profit organisations, groups and individuals, subject to this policy and procedures and the hire agreement as amended from time to time.

Premises and facilities will not be hired for any purpose that is illegal or contrary to the Neighbourhood House Strategic Framework or the current Funding Agreement.

Unless otherwise required by the Management Committee, the Co-ordinator will have the delegated authority to authorise hiring and advise the committee of management when bookings occur.

Organisations, groups and individuals will be required to sign a hire agreement and pay the applicable hire fee and any bond prior to use of premises and facilities.

The House requirements for use of premises and facilities will take precedence over their availability for hiring.

Hiring will be available on a one off basis or on a recurrent basis. A separate Memorandum of Understanding may be negotiated for longer term recurrent hiring arrangements.

Hiring fees and bonds will vary according to the for-profit or not-for profit status of the hirer, duration of the hire, and use to which the hired rooms or meeting spaces will be put.

Unless otherwise agreed in writing, the hirer will be fully responsible for all organisation, set-up, management, operation and clean-up after use.

The hirer will be required to be covered by public liability insurance of no less than \$10 million, either by their own insurance evidenced by a Certificate of Currency of Public Liability Insurance, or by cover offered by the House, for which a fee may apply



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PROCEDURES

Make hiring fees and terms and conditions of hire readily available to prospective hirers.

Require the prospective hirer to provide information about themselves and the proposed use and its purpose, including dates, times, expected number and age of participants.

If an application to hire is refused, provide reasons.

Ensure public liability cover is in place prior to use of premises or facilities, and append certificates, agreed fees or other arrangements to the Premises and Facilities Hire Agreement.

Prior to the use of premises or facilities, require the hirer to complete all the relevant sections of the hire agreement and sign and date the agreement.

Provide the hirer with written confirmation of the requirements for payment, access arrangements to the premises, areas available under the proposed hire arrangement and any other relevant information.

Unless otherwise agreed in writing, collect the hire payment and any applicable bond prior to giving access to premises and facilities.

ADOPTION AND REVISION HISTORY

Include policy versions, approvals, review dates etc. here. Reviewed on May 2015

Due to be reviewed on : MAY 2016

This policy was adopted by the Management Committee of Portarlington Neighbourhood House on _____

Signature

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Print name

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Portarlington Neighbourhood House



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