

# Salisbury East Neighbourhood Centre Hall Hire Contract



Name of Hirer: .....  
Address (postal): .....  
Suburb: ..... Postcode: .....  
Telephone: ..... Mobile: .....  
Type of Function: ..... Est. Attend No: .....  
Identification Type: ..... ID. No: ..... Expiry: .....

Salisbury East  
Neighbourhood Centre  
28 Smith Road  
Salisbury East SA 5108  
PO Box 728, Salisbury SA 5108  
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F. (08) 8285 7682  
E. salisburyeastnh@amnet.net.au  
www.salisbury.sa.gov.au  
ABN. 86 552 854 517

Day & Date of Hire: .....

Booking Times: From: ..... To: .....

*(Times must include setup & pack up period)*

Will alcohol be available for sale or will a cover charge be applied to the event? Yes  No   
*If yes, a copy of your liquor licence will be required prior to key collection*

Hire Fee:	\$.....	EFT Details
Bond:	\$225.00	BSB: .....
Additional Items:	\$.....	Account Name: .....
Total:	\$.....	Account No: .....
Less Deposit Paid:	\$.....	Receipt No: ..... Date: .....
Remaining Balance:	\$.....	Receipt No: ..... Date: .....

**Bond and Hire balance must be paid in full prior to key collection.**

**Please collect keys and security information for the centre on**

**Friday (date).....at approx (time).....**



*In step with the Community*

## Venue Hire Terms and Conditions

### The issuing of this contract is subject to:

- The hirer agreeing to the General Conditions of the permit as contained herein.
- The hirer agreeing to all Special Conditions, which Salisbury East Neighbourhood Centre may determine.
- **The hirer paying, in the event of a function, the prescribed fee prior to the date of the event. Payments may only be made in cash or by cheque. The balance must be paid 14 day prior to the event if paying by cheque.**
- **The hirer paying, in the event of a regular room hire, in advance the amount invoiced.**
- The hirer providing a copy of all appropriate insurances and/or licenses as required by either the general conditions or special conditions of the permit.
- The Salisbury East Neighbourhood Centre reserves the right to withhold the entirety, or a portion thereof; of the bond should this agreement not be adhered.

### 1. General Conditions of Permit

- 1.1 The hirer agrees to indemnify and to keep indemnified Salisbury East Neighbourhood Centre, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever, which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
- 1.2 The hirer, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised.
- 1.3 The hire application is not transferable.
- 1.4 The hirer shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
- 1.5 Liquor Licence – Licensing Act 1985. The act provides that where a hirer of these 'Regulated Premises applies an admission charge and/or charges for alcoholic beverages or refreshments, directly or indirectly; a Licence under 46 of the Act is required. Such licence is to be presented to the Centre or Management on or before the function. No licence is required for any functions where hirers invite guests to attend free of charge completely at the hirers expense. THE SERVING OF ALCOHOL AT ANY EVENT MUST CEASE AT MIDNIGHT.
- 1.6 All personally/private owned equipment brought on-site is done so at the persons own risk and must be removed at the end of the hire unless permission has been sought from the Centre prior to this. Salisbury East Neighbourhood Centre Management Board will accept no responsibility for the safety of items left overnight.
- 1.7 No adhesive tape or drawing pins shall be used on wall or ceilings and confetti, rice and rose petals are not to be used inside or on the main exterior walkways.
- 1.8 Any decorations / information / posters are to be removed prior to leaving. Helium balloons left at the Centre may set off the security system as they deflate.
- 1.9 No polish, floor chemicals or other material is to be used on the floor without the prior written approval of Salisbury East Neighbourhood Centre who shall reserve the right to refuse the same.
- 1.10 The hirer shall ensure that any breakages of glass or spillage of food or drink are cleaned up immediately.
- 1.11 At the completion of the function, all floors shall be swept, tables & chairs and other furniture placed in their original positions and carpet areas to be cleaned of all litter to the satisfaction of Salisbury East Neighbourhood Centre. Failure to do so will result in cleaning fees being charged.
- 1.12 Hirer is responsible for dismantling, cleaning and storage of all furniture after use.
- 1.13 Hirers are to ensure they exercise all due care while moving, setting up or dismantling furniture to ensure their safety and that of any guests. Salisbury East Neighbourhood Centre accepts no liability whatsoever for any accidents caused by the Hirers failing to observe this requirement.
- 1.14 Any damage to furniture, fixtures and fittings is to be paid by the hirer for their repair/replacement. Repairs are to be carried out by Salisbury East Neighbourhood Centre maintenance staff or contractors employed by Salisbury East Neighbourhood Centre.
- 1.15 Where necessary hirers are responsible for providing their own security arrangements for functions.
- 1.16 All persons must have vacated the building by 1:30am
- 1.17 Normal hire charges will be applied if a cancellation is not received at Salisbury East Neighbourhood Centre at least fourteen days prior to the reserved date.
- 1.18 This permit may be revoked by Salisbury East Neighbourhood Centre if the hirer fails to comply with any conditions of the permit and may be revoked in any other justifiable circumstance.
- 1.19 Where insurance is required, this permit will not come into operation until proof of Insurance cover has been provided to Salisbury East Neighbourhood Centre and a copy of this document, signed by the Centre has been returned to you.
- 1.20 The safe keeping of all keys and security instructions issued for access to the facilities are responsibility of the hirer.
- 1.21 Please note that due to fire/safety regulations, maximum allowable attendance for each private function is 100.
- 1.22 Salisbury East Neighbourhood Centre reserves right to register your event with SAPOL(South Australian Police)
- 1.23 Penalty fees will be deducted from your security deposit to cover the cost of any damage to the equipment or facility or to cover any costs incurred by the Centre during the hire period.

Fees may also be imposed for failing to comply with the conditions stated within this contract.

**Examples of the penalties that may be incurred included (but are not limited):**

• Damage to tables, chairs, doors, windows, floors, etc	Cost of replacement or repair
• Police called to premises	Fee: \$ 100.00
• Fire Department called to premises (false alarm)	Fee: \$ 250.00
• Booking Officer called out fee	Fee: \$ 50.00
• Security Alarm not reinstalled or any false alarm	Fee: \$ 100.00
• Extra general cleaning (including cleaning of dishes, floors)	Fee: \$ 50.00 per hour
• Cleaning of vomit, faeces, blood	Fee: \$ 100.00 per incident
• Any lights, air conditioners left on	Fee: \$ 50.00 per item
• Doors or windows not secured on vacating premises	Fee: \$100.00 per item (plus costs of repairing damage caused by intruders)
• Keys are not returned	Each day late: \$25.00

- 1.24 Keys must be returned to Salisbury East Neighbourhood Centre on the next business working day, after the hire.
- 1.25 The bond refund will be by cheque (made out to the name on the signed contract only) and will be completed within two weeks of the key being returned to The Salisbury East Neighbourhood Centre.
- 1.26 Any complaints made by the hirer must be forwarded in writing to Salisbury East Neighbourhood Centre Management Committee within 14 days of the hire date or within 14 days of the bond refund.
- 1.27 Salisbury East Neighbourhood Centre reserves the right to enter and remain on the premises at any time.
- 1.28 Failing to disclose the true nature of the event will be considered a breach of contract. Should it be determined before the hire date that it has been hired under false terms will result in a termination of hire with no refund of any bond or fees paid.
- 1.29 Private functions to be held at the centre should not be publicised openly on any social media site. If it is identified that it has been 'promoted' using any social medium (or similar) in a way that will encourage open attendance we will terminate the agreement.
- 1.30 Any hire costs are to be covered by the individual entering in to the hire contract. For private functions a door charge cannot be charged. If the event being held is a fundraiser or similar and a door charge is applicable then the hirer must ensure they advise the centre in writing.

## 2. Special Conditions of Permit.

- 2.1 All audio or music reproduction to cease by 12.00pm, or earlier, depending on hire duration. The maximum permissible external noise level for this area according to Schedule 3 of the Industrial Noise Control Regulations 1978 is 58db (A) between 7am-10pm and 50db (a) for the period 10pm-7am.
- 2.2 The Centre is in a residential area, therefore noise levels must be adhered to. Any complaints by local residents to the Management Committee concerning excessive or loud music / noise could affect the bond refund.
- 2.3 The Centre is a non-smoking venue. In accordance with the City of Salisbury smoking policy, **smoking is strictly prohibited within the building or within 4 metres of doorways.** No smoking is permitted near the playground.
- 2.4 Smoke machines are prohibited.
- 2.5 Banned drugs are not allowed in the Centre.
- 2.6 The Centre car park is considered a public place, and therefore the consumption of alcohol is not permitted outside of the venue.
- 2.7 It is the responsibility of the organizer to collect fees. (If required)
- 2.8 A non refundable deposit of \$50 is required when you sign the contract and confirm your booking.
- 2.9 Hirer is responsible at all times for the conduct of his/her visitors or guests. Irresponsible or unlawful behaviour will not be tolerated and maybe subject to police intervention and/or prosecution.
- 2.10 Hirer is responsible for ensuring all children under the age of 18yrs are supervised by an adult at all times.
- 2.11 Hirers are responsible for the safety and well being of all children who utilise the Salisbury East Neighbourhood Centre playground at the rear of the Centre.
- 2.12 The Playground is only suitable for children aged 2yrs to 12yrs and all must be supervised by an adult at all times.
- 2.13 The playground must only be used for its intended purpose and rules are to be adhered to at all times. Salisbury East Neighbourhood Centre accepts no responsibility for any accidents occurring whilst using playground equipment.
- 2.14 The Playground is closed from dusk till dawn.
- 2.15 At all times exit doors are to remain unlocked and access unrestricted.
- 2.16 Directions of management and staff are to be observed at all times.
- 2.17 **Hirers shall abide by all South Australian and Federal legislative requirements (including regulations) including but not limited to Occupational Health and Safety Act, Food Act 2001, Liquor Licensing Act 1997, Child Protection Act and Dangerous Good requirements. The centre reserves the right to terminate hire agreement, following 7 day notice in writing, if hirers can't evidence their compliance with the relevant requirements.**

## Operating Conditions and Procedures

All hirers and participants of The Salisbury East Neighbourhood Centre need to be aware of the correct guidelines and procedures when moving furniture and using appliances.

These guidelines are in place to ensure everyone is kept safe and following the correct Workplace Health and Safety to prevent injury.

### Trestles

All trestles should be stacked onto the appropriate trolley. Trestles should be stacked on their side, behind the wooden lip of the trolley, with legs facing outward.

#### **To Unload Trestles**

1. Move the trestle trolley to where the trestle is needed.
2. To remove a trestle from the trolley, first open both trestle legs outwards until the support pins lock firmly into place. With one person either side of the trestle, gently roll the trestle onto its legs on the floor.

#### **To Load Trestles**

1. Move the trestle trolley to the trestle.
2. With one person either side of the trestle, gently roll the trestle back onto the trestle table.
3. Close the legs on the trestle towards the centre of the trestle.
4. Move the trestle trolley to the next trestle and repeat the process.

***Take care with fingers when closing.***

### Chairs

Chairs must be placed neatly in stacks of 10.

1. A trolley is provided for safe transportation. If moving more than one at a time, ensure a chair trolley is used and wheel the trolley up to the chairs from behind then gently lean the chairs towards the chair trolley.
2. Gently lean the trolley back and wheel back into the storeroom.

***Take Care when unloading.***

### Kitchen Use

When using the kitchen and the cooking facilities, please ensure the correct operating procedures (as documented in the folder situated on the Microwave in the kitchen) are followed and exhaust fans are turned on whilst cooking.

**Condition of Use:** Hire group's purpose must fit within the Centre's Ethos and Objectives as per constitution. If it comes to the attention of the board that a hire group no longer fits within these then the hire agreement will be terminated. SENC have the right to determine whether a group's purpose is in line with our Ethos and Objectives.

All groups using SENC must make available copies of any marketing material or websites that reference the Centre as the site for their program.

### **Declaration**

I ..... **have read and understood the terms, conditions and operating procedures for the hire of Salisbury East Neighbourhood Centre.**

I agree to abide by the terms and will fully reimburse Salisbury East Neighbourhood Centre for any damage to the property that arises from my hire of the premises for the stated date(s) and times attached to this booking form.

**Signed:** .....

**Date:** .....

#### **Office Use Only:**

**Received & Accepted by Management:**

**Signed:** .....

**Name:** .....

**Position:** .....

**Date:** .....