

AUBURN INSTITUTE HIRE AGREEMENT TERMS AND CONDITIONS

CONDITIONS OF HIRE

PLEASE READ these conditions carefully before signing the Hire Agreement. The Auburn Institute Management Committee will accept no responsibility for Hirers misunderstanding or not complying with these conditions. Conditions of Hire may change during a hire period.

1. All Hire Agreements will require payment of a bond equivalent to the Hiring Fee, or if the Hiring Fee is less than \$100, a minimum of \$100 is to be paid. The Hiring Fee and Bond must be paid upon the signing of the Hiring Agreement, which will occur a minimum of two (2) weeks in advance of the hiring date. The Bond is fully refundable subject to any breakages/damages. If damages exceed the value of the bond any excess costs will be the full responsibility of the Hirer.
2. If a booking is cancelled, money paid in advance will be refunded up to two weeks prior to the booked date of hiring. If the cancellation is made less than one week before the booked date, then the total fee (not including the Bond) will be forfeited.
3. Access to the venue is available only within the hours of hire. Setting up, packing away and cleaning of the venue must be completed within this time. Access to the facility outside the hirer's allocated period, is not permitted.
4. The hirer must complete the hiring Booking Form, providing all details requested, before signing the Hirer's Agreement.
5. The hirer is responsible for any damage to any part of the interior and exterior of the building, furniture, or contents during the period of hire. No nails, screws or sticky tape are to be used on any surfaces of the building, including walls, ceilings, and floors. Use of Blue Tack only on surfaces, is permitted.
6. At the end of the hire period, all interior and exterior areas are to be left in a clean and tidy condition, as they were found, with all debris, decorations, empty bottles/cans, food scraps removed by the hirer by 12.00 noon on the following day, unless arranged otherwise with the Institute Management Committee. All floor surfaces are to be swept or vacuumed. Please note a vacuum cleaner is available

on site and must be emptied if used, consult the Institute Management Committee for access. Hirers must clean all bench and table surfaces. The toilets must be mopped out after each event.

7. All cutlery, crockery, glasses, jugs etc are to be washed, dried, and returned to their appropriate fixtures.
8. All items used must be returned to their original storage areas.
9. The hirer is responsible for the replacement of any items damaged, lost, or broken.
10. If a professional cleaner is required to clean any areas, the hirer will be charged the applicable fee through retention of all or part the bond referred to in paragraph 1 of this document.
11. All linen is to be laundered and returned to the Hall no later than 3 days after use. Delivery times should be arranged with the Management Committee. Arrangements can be made for laundering at a cost of \$15 per tablecloth and \$25 per hour for tea towels.
12. If alcohol is sold or being consumed on the premises, it is the hirer's responsibility to check with the Office of the Liquor and Gambling Commission to confirm whether a licence is required for the event. A copy of this licence must be provided to the Institute Management Committee as this is required by law.
13. The Auburn Institute is a Smoke Free Zone. Smoking is forbidden inside any part of all the building's facilities, this includes the toilets. Extra costs will apply if this condition is breached.
14. Any food served during the period of hire is subject to Food Safety Standards.
15. Hirers are fully responsible for compliance with the provisions of the "Places of Public Entertainments Act" and Regulations. Hirers must accept full responsibility for the safety of the public in the event of fire during the period of the hire.
16. At all times **EXIT** doors must be left unlocked and aisles and passageways kept clear.

17. Before leaving the facility, Hirers must ensure that there are no unauthorised persons in the building, and that all heating, electrical appliances, lighting and air conditioners are switched off. Also, that all windows are secured, doors are locked. And that the entrance door is locked, and the security system is armed.
18. Hirers, who would not be expected to have their own Public and Products Liability insurance, (e.g. for family, private or Non-Commercial and Community functions), in paying the hire fee, will be covered by a "Casual Hirers Public and Products Liability Insurance Policy" taken out by the Institute Management Committee on the Hirer's behalf.
19. The Environment Protection Authority (EPA) prescribes maximum permissible noise levels for various types of premises. Legislation provides for heavy penalties for failure to comply with statutory requirements relating to excessive noise. Hirers should be aware of these provisions.
20. The control and general administration of the Auburn Institute building is vested in the Auburn Institute Management Committee Members, who solely or jointly have access at all times. The Committee reserves the right to refuse any application for hire.

BOOKING FORM

Complete this form and return by email to institute@auburn.sa.au or post to PO Box 202 Auburn SA 5451

Dates Required From: _____ to _____

Time From: _____ to _____

Purpose of Function: _____

Name of Hirer or Group _____

If Group Hire, name of Representative: _____

- Which specific facilities are required: Hall ONLY Hall & Kitchen
 Hall with Dressing Room for Live Performances
 Hall, Kitchen & Supper Room
 Full Facility
 Supper Room ONLY Kitchen ONLY Meeting Room

Hirer Postal Address: _____

Bank Detail for Bond Refund: BSB _____ Bank A/C _____

Contact: Ph _____ email: _____

Name: _____ Signed: _____

Hire Agreement

I/We confirm this application to hire the Auburn Institute and accept all Terms and Conditions as set out in the document 'Auburn Institute Hire Agreement Terms and Conditions'

Full Name of Hirer: _____

Full Name of Authorized Person: _____

Signature of Authorized Person: _____

Date: _____

HIRE CHARGES PER DAY EFFECTIVE OCT 2018

All Rates Include Power
PRICES QUOTE EXCLUDE GST

○ Hall Hire ONLY	\$175.00
○ Hall with Dressing Room for Live Performances	\$250.00
○ Hall with Full Kitchen	\$250.00
○ Hall with Full Kitchen and Supper Room	\$325.00
○ Full Facility	\$400.00
○ Full Kitchen ONLY	\$75.00
○ Supper Room ONLY	\$75.00
○ Meeting Room	\$50.00

EQUIPMENT HIRE PER EVENT

○ PA System	\$30.00
○ Lectern	\$20.00
○ White Board	\$10.00
○ Audio Visual Equipment	POA
○ Stage Lighting and Audio System	POA

Contract Rates are available for regular users of the facility please contact the
Institute Management Committee for details

***Please Note all applicable costs will be invoiced to the Hirer upon
completing the Booking Form. Payment is COD, all payment options will
be clearly marked on the invoice.***

The following is to be completed at the end of any Hire and returned to Management with Keys.

Area of hire	Task to be completed as applicable to area hired	Tick as completed	Comments
MAIN HALL SUPPER ROOM HALLWAY STAGE Front FOYER	Collect up all decorations and fixings		
	Collect up all empty bottles/cans		
	Collect up all food scraps		
	Collect up any broken glass and wrap in newspaper before placing in garbage		
	Sweep and vacuum floor		
	Mop entire floor (spot mopping not adequate)		
	Clean table tops		
	Stack chairs and return to storage area		
	Fold tables and return to storage area		
	Arrange for linen to be washed and returned		
	Ensure remote controls returned to storage point		
TOILETS	remove all rubbish from floor and empty bins		
	Mop toilet floors		
ALL AREAS	Turn off ceiling fans and air conditioners		
	Check all windows locked		
	Check all doors locked		
	Check all lights turned off		
	Check all persons vacated from building		
	Keys returned to Management		

KITCHEN	Clean all kitchen bench tops		
	Mop kitchen floor		
	Remove all rubbish from kitchen		
	Wash/dry all crockery and put away		
	Wash/dry all cutlery and put away		
	Wash/dry all glassware and put away		
	Wipe out and turn off refrigerators, leaving doors ajar		
DRESSING ROOM	Vacuum floor		
	Remove all rubbish		
DAMAGE/loss	Please report damage/loss of items to Management		
BREAKAGES	Report breakages to Management		
	Please list number: Glassware		
	Crockery		
	Chairs		
	Tables		
	Other		

Thank you for your co-operation and helping us to maintain our community facilities.

Please comment on your experience using the Auburn Institute facilities: _____

The gas level in cylinder has been check for your use. YES _____ NO _____

The Management.