

# **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 at 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, equipment, 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 that 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 area, 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 \$25 per tablecloth and \$15 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.
21. All equipment, furniture, crockery, cutlery, glassware and associated items are not available for hire outside the facility.
22. In the case that the Hirer requires additional furniture for their Event extra costs will apply as the supply will need to be outsourced to a local supplier.

**BOOKING FORM**

Complete this form and return by email to [institute@auburn.sa.au](mailto: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

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: \_\_\_\_\_

## **EQUIPMENT REQUIRE FOR EVENT**

*Included in Hire Fee*

Equipment Required for \_\_\_\_\_ people.

Chairs \_\_\_\_\_

Tables/Fold Up Trestles \_\_\_\_\_

Crockery Settings \_\_\_\_\_

Cutlery Settings \_\_\_\_\_

Glasses White Wine \_\_\_\_\_

Red Wine \_\_\_\_\_

Champagne Flutes \_\_\_\_\_

Beer Glasses \_\_\_\_\_

Water Glasses \_\_\_\_\_

Water Jugs \_\_\_\_\_

Tablecloths \_\_\_\_\_

Tea Towels \_\_\_\_\_

Extra Cost will apply – refer Hire Rates

PA System YES  NO

Lectern YES  NO

White Board YES  NO

Audio Visual Equipment YES  NO

Art Exhibition Gallery Lighting YES  NO

HD 4K Digital Projector YES  NO

*AIMC Technician must operate this equipment – refer Hire Rates*

Stage Lighting/Audio System YES  NO

## **HIRE CHARGES PER DAY EFFECTIVE FEBRUARY 2025**

All Rates Include Power  
**PRICES QUOTED EXCLUDE GST**

|   |          |
|---|----------|
| ○ Hall Hire ONLY                                | \$210.00 |
| ○ Hall with Dressing Room for Live Performances | \$300.00 |
| ○ Hall with Full Kitchen                        | \$300.00 |
| ○ Hall with Full Kitchen and Supper Room        | \$390.00 |
| ○ Full Facility                                 | \$480.00 |
| ○ Full Kitchen ONLY                             | \$90.00  |
| ○ Supper Room ONLY                              | \$90.00  |

### EQUIPMENT HIRE PER EVENT

|   |           |
|---|-----------|
| ○ Lectern   | FREE      |
| ○ White Board                                     | FREE      |
| ○ PA System                                       | \$35.00   |
| ○ Art Exhibition Gallery Lighting                 | \$65.00   |
| ○ Audio Visual Equipment and Screen               | \$80.00   |
| ○ HD 4K Digital Projector & Cinema Quality Screen | \$135.00  |
| ○ Technician required to operate HD 4K System     | \$20/hour |
| ○ 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.***

## **HIRE CHARGES HALF DAY EFFECTIVE FEBRUARY 2025**

### **Maximum 4 Hours or Full Day Rate Will Apply**

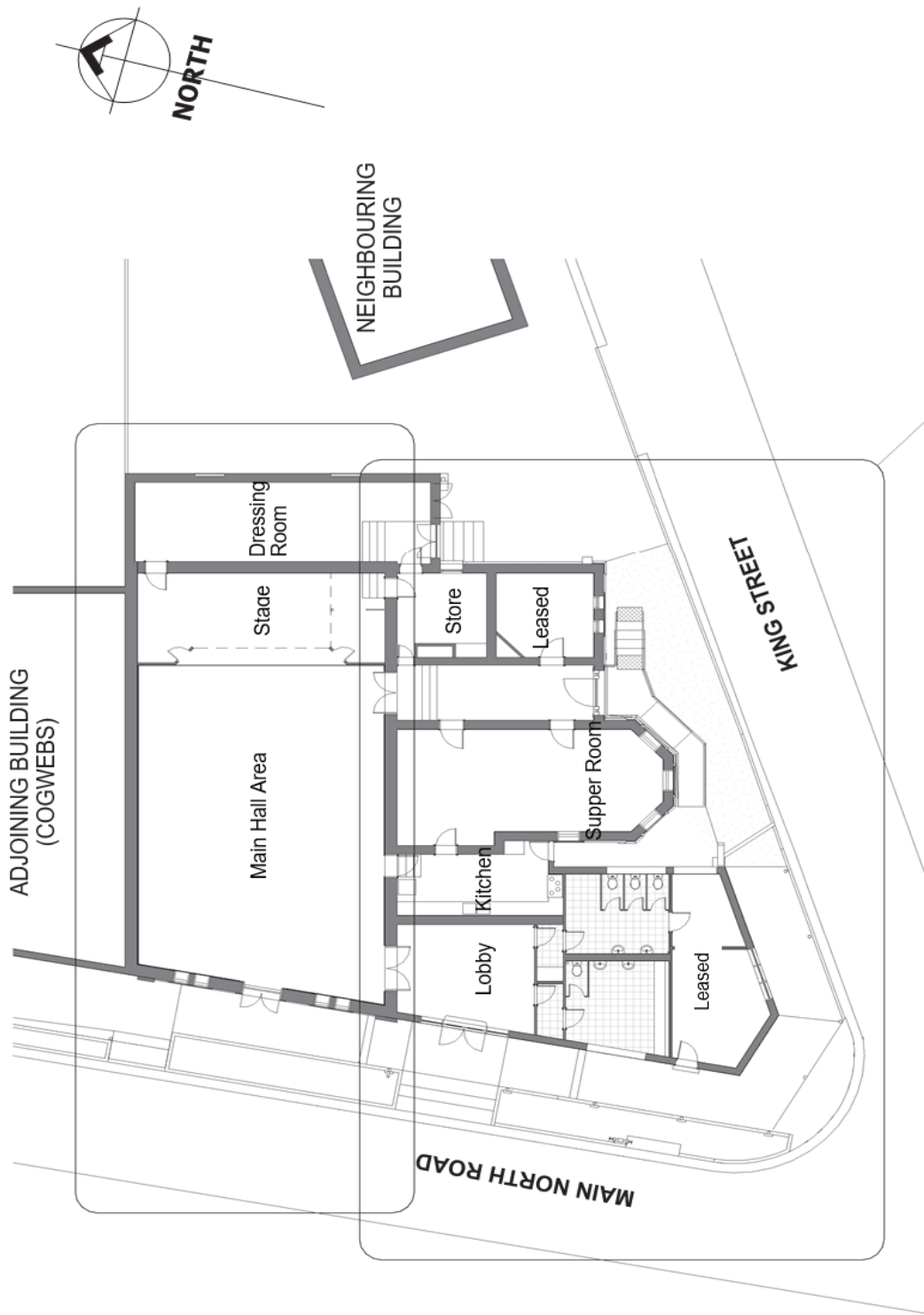
All Rates Include Power

**PRICES QUOTED EXCLUDE GST**

|   |       |
|---|-------|
| ○ Hall Hire ONLY                                | \$165 |
| ○ Hall with Dressing Room for Live Performances | \$225 |
| ○ Hall with Full Kitchen                        | \$225 |
| ○   |       |
| ○ Hall with Full Kitchen and Supper Room        | \$310 |
| ○ Full Facility                                 | \$385 |
| ○ Full Kitchen ONLY                             | \$70  |
| ○ Supper Room ONLY                              | \$70  |

#### EQUIPMENT HIRE PER EVENT

|   |           |
|---|-----------|
| ○ Lectern   | FREE      |
| ○ White Board                                     | FREE      |
| ○ PA System                                       | \$35.00   |
| ○ Art Exhibition Gallery Lighting                 | \$65.00   |
| ○ Audio Visual Equipment and Screen               | \$80.00   |
| ○ HD 4K Digital Projector & Cinema Quality Screen | \$135.00  |
| ○ Technician required to operate HD 4K System     | \$20/hour |
| ○ Stage Lighting and Audio System                 | POA       |





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 |
|--|---|-------------------|----------|
| <b>MAIN HALL<br/>SUPPER ROOM<br/>HALLWAY<br/>STAGE<br/>Front FOYER</b> | 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                            |                   |          |
| <b>TOILETS</b>   | remove all rubbish from floor and empty bins                                |                   |          |
|  | Mop toilet floors   |                   |          |
| <b>ALL AREAS</b>   | 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   |                   |          |

|                      |   |  |  |
|----------------------|---|--|--|
| <b>KITCHEN</b>       | 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 |  |  |
| <b>DRESSING ROOM</b> | Vacuum floor  |  |  |
|                      | Remove all rubbish                                      |  |  |
| <b>DAMAGE/loss</b>   | Please report damage/loss of items to Management        |  |  |
| <b>BREAKAGES</b>     | 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.