

**Greenwich Sailing Club Inc. ("the Club")**

**Hall Hire Agreement**

**Application**

Please complete entire form

Date of Application	dd/mm/yyyy		
Name of Hirer	First name	Last name	
Address	No & Street		
	Suburb	Postcode	
Phone	Home	Work	Mobile
Email			
Nature of function			
Hire Date			
Hire Fee (inc \$100 Holding Dep)			
Security Bond (refunded following inspection and no issues)	\$500 for 16 <sup>th</sup> – 21 <sup>st</sup> birthday parties, \$250 all other		
Function hours	From: (e.g. 6 pm)	To: (e.g. 12 pm)	
Number of people (Maximum 115)	Approx	Special notes	
Bank Acc Details (for Security Bond Refund)	BSB	Account Name & Number	
Caterer's Name			
Caterer's Phone			
Music/Entertainment			

The Hirer, named above, agrees to be bound by the Conditions of this Hall Hire Agreement printed below.

Signature of Hirer	Date
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## **HALL HIRE AGREEMENT**

### **CONDITIONS OF HALL HIRE**

The Hirer agrees with the Club that:-

1. Unless agreed in writing before the Hire Date, the Hall Hire commences at 6.00pm on the Hire Date and ends at midnight on that date (“the Period of Hire”).
2. If the Hirer needs time to set up or decorate before the Period of Hire, the Hirer must obtain the prior consent of the Club before access is provided and the Period of Hire shall be extended to cover that period.
3. The Hirer acknowledges that the Club may be engaging in its activities on the ground floor of the Club Premises on the Hire Date.
4. This Hall Hire Agreement only entitles the Hirer to use of the upstairs level of the Club Premises and use of the ground floor toilet facilities.
5. The Hirer must ensure that all persons have left the Club Premises before midnight on the Hire Date. All people should leave the Club Premises quietly so as to not disturb the Club's neighbours.
6. The Hirer must arrange for the upstairs level of the Club Premises and toilets to be cleaned before 10.00am on the day after the Hire Date. If the Hirer has left any other rubbish or mess (including glass) outside the Club Premises that must also be removed by the Hirer by this time. The Hirer acknowledges that the floor of the upstairs level is an oiled wooden floor so that a wet mop must not be used on the wooden floor. That floor must be swept clean with a broom. If the Hirer does not comply with this Condition in the absolute discretion of the Club's representative, \$100 will be deducted from the Security Bond in accordance with Condition 19 below.
7. The Hirer must, prior to the end of the Period of Hire:
  - (a) Remove all garbage generated by the subject function from the Club Premises and dispose of it properly;
  - (b) Leave the storage room on the upstairs level in a tidy condition with all tables and chairs compactly stacked in it;
  - (c) Secure the glass veranda doors with the bolts and locks provided, and
  - (d) Lock and secure the Premises at the end of the Period of Hire.
8. The Hirer indemnifies the Club for the cost of the repair or replacement of any damaged part of the

## **HALL HIRE AGREEMENT**

Premises and for the cost of any breakages of any of the contents, fittings or fixtures of the Club Premises, which may occur during the Period of Hire or during the cleaning activity referred to in Condition 6 or in the period of access given for the purpose of set up or decoration referred to Condition 2.

9. No smoking is permitted on any part of the Club Premises.
10. The Hirer must not remove the Honour Boards hanging from the walls of the Club Premises, due to the fragile nature of the lettering.
11. The Hirer must not turn off the refrigerator or chest freezer in the storage room.
12. The Hirer is, during the Period of Hire, responsible for the supervision of the Club Premises, its contents, fittings and fixtures and the behaviour of all persons attending the Club Premises during the Period of Hire for the subject function.
13. Some music amplifiers are capable of creating a noise offensive to others. Any noise generated from the Club Premises during the Period of Hire must not be at offensive levels at any time and all music must cease by 11.30 pm on the Hire Date. The Hirer cannot use smoke machines or like equipment as it sets off the smoke alarms. Further the smoke alarms cannot be turned off for safety reasons and to comply with legal requirements.
14. The Hirer must provide 2 security guards for all 16<sup>th</sup> to 21<sup>st</sup> birthday parties.
15. The Hirer must ensure no alcohol is served to anyone under 18 years old.
16. The Hirer acknowledges that the Hirer has inspected that part of the Club Premises referred to in Condition 4 and that no representations are made by the Club as to their suitability for their purpose.
17. The Hirer acknowledges that the Club Premises are used by the Hirer at the Hirer's own risk and releases the Club to the full extent permitted by law from any liability connected with the Hirer's use of the Premises and indemnifies the Club against every liability arising out of such use.
18. The Hirer must not use the Club Premises for any purpose other than that specified in this Agreement and must not use or permit the use of any part of the Club Premises for any unlawful purpose or for any purpose which may vitiate or render void or voidable any insurances in respect of those Premises or in respect of any of the contents, fittings or fixtures thereof.
19. The Hirer acknowledges that the lawn area between the Club Premises and the seawall is property managed by Lane Cove Council and the Club cannot and does not authorize any activities on any part of that lawn area as part of this Hall Hire Agreement.

## HALL HIRE AGREEMENT

20. The Hirer must, when returning this Hall Hire Agreement pay the Hire Fee and the Security Bond by depositing them into the Club's bank account as notified to the Hirer. The Hire Fee and the Security Bond are as set out on the Club's website and/or confirmed to the Hirer by the Club's representative on the front of this Hall Hire Agreement.
21. The Security Bond will be refunded to the Hirer by a deposit into the Bank Account the details of which are specified on the front of this Hall Hire Agreement following the return of the keys to the Club's representative and an inspection of the Club Premises by its representative PROVIDED THAT the Club shall be entitled to deduct from the Security Bond and apply towards the satisfaction of any amount that may be payable to the Club as a result of any breach by the Hirer of any of the conditions of this Hall Hire Agreement. The keys to the Club should be returned to the Club's representatives by 10.00 am on the day following the Hire Date.
22. The Hirer may terminate this Hall Hire Agreement by giving notice to the Club's representative but the following cancellation fees will be payable by the Hirer:
- (a) with more than 30 days notice - the Holding Deposit;
  - (b) 30 days notice or less - the Hire Fee.
23. The Club may terminate this Hall Hire Agreement without any liability if:
- (a) the Premises are not in a state to be used safely;
  - (b) the Club's lease with the Lane Cove Council is terminated.
24. The Hirer indemnifies the Club and its officers and employees from all claims and demands which may be made by any person from any injury such person may sustain when using or entering or near any portion of the Club Premises, (whether such injury be to the person or to property) where such injury arises out of or in connection with the use of the Premises by the Hirer or the event being hosted by the Hirer.
25. This Hall Hire Agreement creates no exclusive right to or tenure of the Club Premises or any part thereof and the licence hereby granted is personal to the Hirer.

The Hirer hereby acknowledges that the Hirer has read and understands the Hirer's obligations specified above.

Signature of Hirer	Date
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# Post Hire Checklist

Item	Description	Done
1	Area below decking swept and cleaned. Particularly any broken glass.	
2	Men's bathroom cleaned and mopped.	
3	Women's bathroom cleaned and mopped.	
4	Chairs stacked neatly.	
5	Tables folded away and located in the allocated spot.	
6	Upstairs floor swept. <b>Note: do not use a mop upstairs floorboards.</b>	
7	Kitchen cleaned. All items put away and surfaces cleaned. Kitchen floor to be mopped.	
8	All rubbish removed.	
9	Ensure freezer in store room is plugged in and turned on.	
10	All honour boards are in original position and aligned.	
11	Upstairs doors to deck to be closed and locked. All windows closed.	
12	Key returned as arranged.	
13	Alarm turned on before leaving.	