



WOONONA S.L.S.C

ABN: 12586856905

P0 Box 66, WOONONA NSW 2517

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President: Stacey Paddon 0407 710 221
Hall Hire: Troy Johnson 0411 969 656

Terms and Conditions of Hall Hire

Under the terms and conditions of the Club's lease of the premises from Wollongong City Council, all hirers must comply with the following conditions. Bookings **WILL NOT** be considered firm until an "Application to Hire" form has been completed and all fees and bond monies are received by the Hall Manager.

The following conditions apply and must be agreed to in writing by the hirer.

Hall hire - \$800 and \$250 Bond – 7 Hours hire

1. A deposit of **\$250** and a completed, signed Hall Hire Agreement (attached) are required to secure the booking.
2. The hirer shall forfeit the deposit (\$250) if cancellation occurs within **14 days** of the function.
3. The Bond deposit of **\$250 + \$800** hall hire fee must be paid in full no later than 21 days prior to the function. The bond is refundable provided that the premises has not been damaged and is left in a clean and tidy state. In the event of damage being caused to the building or fittings, the hirer shall be responsible for the full cost of any replacements/repairs required to the premises or contents thereof.
4. All function activity must cease by **12:00 midnight** with the premises being vacated by 12.30 am if the hirer has an evening function.

USE OF THE FACILITY

The hirer is to ensure that nothing is permitted which is disorderly or unlawful in connection with the use of the premises.

- The hirer shall, while on the premises, abide by the directives of Woonona SLSC Committee.
- Woonona SLSC Committee reserves the right to ban and/or have any person or group removed from the premises where the person has caused, or is likely to cause, injury or damage to other persons or property.
- Hirers must be respectful to the neighbouring residences and passing public. Please note that the cycleway passes immediately in front of the courtyard and cyclists pass at some speed. Noise volumes **MUST** be kept at a reasonable level due to the close proximity of neighbouring houses. The hirer is responsible for ALL guests and attendees.
- No exclusive use can be granted of any public area outside the confines of the premises.

NO SMOKING

- No smoking within the building, in accordance with Council Regulations.

LICENSING

- A "Responsible Service of Alcohol" policy applies at all times.
- **The hirer is not to sell alcohol at the function, nor is alcohol to be taken from the premises during the period of hire.**
- The hirer is responsible for the responsible consumption of alcohol and no person under the age of 18 years is to be served or allowed to consume alcohol on the premises.
- **Under no circumstances are the premises to be sub-leased to a third party.**
- No drinks are to be served after 11.45pm.

CARE OF THE PREMISES

- No decorations are to be affixed to walls, windows, Honour Boards or plaques without the consent of the Woonona SLSC Committee.
- The premises and the facilities must be left in a clean and tidy condition by the hirer prior to vacating the premises.
- The hirer must ensure that all rubbish in the hall has been placed in the bin provided.
- The vacuuming of the hall is the responsibility of the hirer.
- All kitchen utensils are to be thoroughly cleaned.
- No fireworks or flammable materials are to be brought onto the premises.
- No chemicals or toxic materials are to be brought onto the premises.
- All items left on the Club premises after the function may be removed and disposed of at the discretion of the Woonona SLSC Committee.

MUSIC & NOISE

- Music and noise are to be restricted to a reasonable level. All music and noise must cease by 12.00 midnight.
- The level of noise emission from any activity within the premises shall not exceed normal background noise levels, when measured at the nearest boundary of any residential property.
- No live bands are to perform within, or in the vicinity of the premises.

DAMAGES AND REPAIRS

- The hirer will be responsible for any expense in connection with repairs, breakages or loss of equipment and improper use of safety equipment and/or cleaning which may become necessary as a consequence of the booking.
- Woonona SLSC Committee reserves the right to determine the cost of any damages and/or extra cleaning necessary, above and outside what is normally expected following usage of the premises.
- Woonona SLSC Committee reserves the right to retain all or part of the bond to meet such costs as necessary and to bill the hirer for additional costs over and above the bond.

INSURANCE

- The hirer should have their own insurance for any items of value brought into the premises.

CHILDREN

- Children on the premises shall be supervised at all times by a responsible adult.

BREACH OF AGREEMENT

- Woonona SLSC Committee reserves the right, at its sole discretion, not to approve any application or to cancel the agreement at any time for any breach of policy and procedures.
- Failure to comply with the requirements of this policy will be regarded as a breach of the agreement, giving Woonona SLSC the right to sue for recovery of any amount due or to cancel all or any such future bookings.
- Confirmation of the booking is made when the deposit and a signed, completed Hall Hire Agreement have been received by the due date.

SECURITY

- The hirer must provide 'licensed' security for the event, if this is deemed necessary by Woonona SLSC Committee.