

Mylor Citizens Friendship Club of Mylor Inc. (MCFC)

Conditions of Hall Hire

1. General Conditions

Hirer must be over 18 years of age and must be in attendance for the WHOLE period of hire. Proof of age may be required.

The Hall may not be used for private parties where the majority of patrons are aged 15 - 20 years. 15th, 16th, 17th, 18th, 19th and 20th Birthday parties are strictly forbidden. The Hirer in signing the Hall Hire Application undertakes that such parties are not held under a different guise and that the majority of patrons are adults over the age of 21 or children under 15 years under adult supervision.

MCFC reserves the right to decline any Hall Hire Application.

Smoking is not permitted within the building.

No vehicles are permitted on grassed areas.

Children are not permitted in the kitchen area.

Hirers must not remove or change "fairy lights" unless this is discussed with Hall booking officer.

Hirers must not change or interfere with, the speakers that are attached to the wall.

2. Your Application

A written application, together with a deposit of 50% of the hire fee, will ensure a firm booking.

All remaining fees are payable at least ten (10) business days before Hire Date.

The deposit will be refundable in full on cancellation, provided notice is received one month prior to Hire Date.

The bond will be returned within 10 days after the function less the cost (if any) of additional cleaning, repairs of damage etc.

3. Facilities Included

The hall is comprised of 2 areas – the main hall and the foyer, also known as the meeting room. Hire of either area includes access to and use of the kitchen and to the toilets (mens, ladies and disabled). The main hall has a wooden floor and a stage, and the use of a small mixing desk, ceiling mounted speakers and one microphone is included.. It is possible to play your music through the mixer either by a laptop or a USB stick. The use of the upright piano is also included The kitchen has crockery and cutlery sufficient for 100 places, and is equipped with a commercial dishwasher. If you choose to use our equipment it must be returned to the cupboards in a clean and undamaged condition – breakages will be charged for. You will need to supply your own wine glasses.

4. Areas Available

Club grounds.

Club premises with seating and tables for approx 120 people, excluding office and three storage rooms (unless specifically arranged). Under no circumstances will the excluded areas be entered into or club equipment interfered with.

5. Bond

A bond is payable against loss, breakage, or damage to Club premises or equipment.

Damage includes that caused by the hirer, or by the hirer's guests, or persons engaged by the hirer, or by any equipment, electrical or otherwise used by them. If the premises are not left in a clean condition, the cost of cleaning will be deducted from the bond.

The bond amount is from \$200 - \$800.00 depending on the nature of the event

6. Security

The Hirer accepts responsibility for the security of the Club grounds and premises during the period of hire.

During the preparation and clean-up periods, the Hirer is also responsible for security. The building must be locked at all times when the Hirer is not in attendance.

Access to the premises is generally available after 12 noon on the day of the function or earlier by prior arrangement.

Keys for admission to the building to be obtained from the Mylor General Store by arrangement prior to the function.

7. Legal Requirements:

Hire of the premises is subject to the provisions of the Local Government Act.

Equipment used by the Hirer or the Hirer's agents must be suitable for the purpose intended and must comply with the relevant Australian Standard.

The kitchen is for the express purpose of food preparation and distribution, and the serving of coffee, tea and other beverages and is not to be used for any other purpose. For safety reasons, children are not allowed in the kitchen.

The use of and detonation of fireworks is strictly prohibited

The use of Roasting Spits, BBQ's, Smog/Fog/Smoke machines is strictly prohibited within the interior confines of the Hall.

Please note - Consequence of using any of the above equipment could result in the sensitive Smoke Detectors being set off, which in turn will alert the Security Company. They in turn will notify the CFS – and a Fire Unit will be dispatched. Should the unit arrive and officers determine that it is a false alarm – ie, smoke detectors set off due to a smoke machine (or similar), then the hirer may be liable to a call out fee – which is currently in excess of \$400.

It is the Hirer's responsibility to ensure that persons in attendance are familiar with the Fire Evacuation Plan, and that all designated fire exit doors are not blocked and that access to them is unhindered at all times. The Hirer agrees to indemnify and hold blameless the MCFC and its members for any action or omission causing death, bodily injury or damage to property brought about by any person as a result of negligence.

The hirer agrees to ensure that the use of any sound and/or visual recordings is lawful, as the premises are not licensed for the performance of protected recordings under the Australian Copyright Act.

Noise levels must not be such as to affect neighbours. The MCFC reserves the right to advise immediate neighbours and the police of any evening function. **All loud music and noise must cease at midnight.**

Intoxicating liquor may be sold or consumed on the premises under the provision of a **Liquor Licence** which it is the hirer's responsibility to obtain.

Decorating of the hall is permissible but under no circumstances are nails etc. to be used or anything stuck to painted surfaces - however Blu-Tack or similar is acceptable. All decorations must be removed at the completion of the function. Club Honour Boards, displays, photos etc. must not be interfered with, without prior permission.

If any function is found not to be that as stated in the Application Hire Form, all monies including the bond, may be forfeited immediately.

8. After Function:

At the conclusion of the function, all food and decorations must be removed from the hall, rubbish bins emptied and all table tops wiped clean. Tables and chairs to be left as found. The premises must be cleaned. Mop, bucket, broom and some cleaning supplies are provided, along with garbage bin liners, which must be used. A Vacuum Cleaner is provided.

The wooden floor is to be swept only and is not to be treated in any way - a mop may be necessary in the event of a spillage.

All rubbish is to be cleared and bins emptied into the Council collection bins situated in the rear carpark.

All breakages and damages including keys lost must be reported. Repairs or replacement will be charged to the hirer. Repair costs in addition to that obtained from bond monies held, will remain the responsibility of the hall hirer.

All lights, heaters and fans are to be turned off at the conclusion of the function and other switches are not to be tampered with.

All windows must be closed and external doors locked.

Keys must be returned to the Mylor General Store by 9:00 am the day after the function or later by prior arrangement, by which time the hirer must ensure that the premises are in the same clean and respectable condition as they were at the commencement of the hire period. **A charge will be made after this time, for late cleaning, at the discretion of the MCFC. This charge will be deducted from the bond.**

9. Inspection:

The premises will be inspected by MCFC after the hire and, if all is satisfactory, the Bond will be returned as soon as practicable. If the premises are not left in a clean condition, the cost of remedial cleaning will be deducted from the bond. Any work found to be necessary will be commenced immediately and the Hirer will be notified. Costs in excess of the Bond will be invoiced to the Hirer and must be paid in full within 7 days.

Hire Charges for Mylor Cotton Memorial Hall

Charge Items	Fee
Week end Hire: Friday afternoon to Sunday Morning. Standard charge (for weddings, parties etc).	\$ 400.00
Friday Evening only	\$ 150.00
Discount for Last minute booking (if booked one month or less ahead)	Please discuss
Weekday Hire: Per Hour – casual Hire MEETING ROOM HIRE for All Day	\$25.00 \$150.00
Regular Booking Hire (Minimum 1 hr weekly for 1 term) per hour. Set up and clean up time must be included.	\$20.00 per hour
ADDITIONAL COSTS: AUDIO AND LIGHTING EQUIPMENT	\$ 100.00
Discounts available for community and charitable groups Discount for MCFC Members	Please discuss 10%

For Hall Bookings contact Eileen Blunden –Tel: 0414 462 017 or e-mail mcfc@mylor.org.au