

Penshurst Memorial Hall Committee of Management Inc
Hire of Premises Agreement

Premises: **Penshurst Memorial Hall**, 21 Martin Street, Penshurst, Victoria 3289

PLEASE RETURN THIS FORM **before event date** to

penshurstmemorialhall@gmail.com or post to above address

Keys available from lock-box at the hall. Code be given prior to the event.

Name of Hirer

Address of Hirer

Contact No. / Mobile Email

Hall Hire Date

CIRCLE: Supper Room, Supper Room & Kitchen, Main Hall, Whole Hall, Foyer

Event / Purpose of Hiring

Will there be Alcohol? YES / NO - If YES please ensure you have your correct licence, and provide proof of licence.

Do you have Event Insurance? YES / NO - If NO it can be purchased at a minimal cost from the Hall Committee. - If YES please provide proof of your insurance policy.

HIRING COSTS

Hall Fee \$. + Event Insurance (If App.) \$. + Bond (If App.) \$. = Total \$

EVENT INSURANCE COST

Foyer / Supper Room / Supper Room & Kitchen \$27.50 Inc GST. Main Hall / Whole Hall \$55 Incl. GST

Invoice will be sent out

Bond Refund

A/c Name BSB A/c No.

AGREEMENT TERMS - We hereby agree to hire the premises on the date set out above, on the following conditions:-

1. The Hirer will not use the premises for any purpose other than the purpose set out above.
2. The Hirer will pay to us the full amount of the booking prior to their event.
3. The Hirer will pay for any damages to the premises and its contents which arise out of the Hirer/s use of the premises. Either directly to the hall or the insurance excess whichever is less.
4. The Hirer will leave the premises in a clean and tidy condition, using the Hall's cleaning equipment and products. Securely lock up the building and return the keys to the lockbox. Failure to do so may result in a fine or no future use of the hall.
5. The Hirer will not permit any conduct that will be a nuisance or annoyance to nearby residents.
6. The Hirer will not assign the premises to another party.
7. Should you cancel the booking the Committee of Management reserves the right to hold your funds until a future booking is made or return half of the booking costs should the event be cancelled with no intent to re-book.

In case of a Funeral or Company Event, the Director/Manager may sign on behalf of the Hirer but all Liability in the agreement terms are subjected to the Hirer at the top of this form.

Signed

Dated