NEWLANDS ARM RESIDENTS & RATEPAYERS ASSOCIATION INC

Newlands Arm Community Centre
25 Meridian Way
NEWLANDS ARM VIC 3875
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Newlands Arm Community Centre
CONDITIONS OF HIRE

1. **Cleaning:** at the end of the hire period, the hall and its facilities must be returned to their initial condition, as at the time of hire. If this is not the case NARRA will be entitled to bill the Hirer for the costs of any further cleaning which may be required. Please ensure you complete the following:
    a. Floors to be swept, and any marks or stains to be mopped off
    b. Toilet area mopped and basins wiped clean

Should you wish to leave the cleaning (for an additional fee), please indicate this on your booking form and this will be organised.

2. **Garbage:** Please place all rubbish in the appropriate Council bins – anything which does not fit into the bin is to be removed by the Hirer.

    *if you have paid for cleaning, simply bag all of your rubbish and leave it in the internal foyer this will be disposed of for you.

3. **Power:** please ensure all lights and power is turned off.
4. **Security:** All doors and windows to be securely closed and locked when leaving the hall. Keys to be returned promptly, as per the date agreed to in the Documents.
5. **Theft:** NARRA shall not be liable for any loss or damage sustained by the Hirer or by any person entrusted to or supplying any article or thing to the Hirer by reason of any such article or thing being lost, damaged or stolen. The Hirer hereby indemnifies NARRA against any claim by such person in respect of such article or thing.
6. **Damage:** any damage to the hall or its furniture, fittings, and equipment (including kitchen equipment) must be reported when returning the keys. The cost of repairing any damage arising from the hire is the responsibility of the Hirer. The deposit, or part thereof shall be forfeited accordingly. The Hirer will be required to reimburse NARRA for any amounts exceeding the Security Deposit. NARRA's assessment of the cost of any repairs will be final.
7. **Disputes:** in the event of any dispute or difference arising as to the interpretation of these conditions or any matter or thing pertaining therein, the decision of NARRA shall be final and conclusive.
8. **Gambling, Liquor and Smoking:**
    a. Gambling is not permitted on the premises without a relevant license from the issuing authority and consent by Council
    b. The sale of alcohol/liquor is not permitted without a relevant permit from the issuing authority and consent from Council (which may impose conditions on that consent).

c. There is a strict NON SMOKING rule which applies to both inside and outside the premises (within five metres of any door or open window).

9. **Not to cause a nuisance:** The Hirer must not use the premises for illegal or objectionable purposes not to do any act or anything which is an annoyance to the owners and neighbours. Loud music is to be turned off by 11pm, and the Hall is to be vacated by 12 midnight.
10. **Not to cause pollution or damage**: The Hirer must not cause any pollution or contamination of any nature on the premises. If this does occur the Hirer must take all actions required to rectify and clean up the results of that pollution or contamination.
11. **Signage, advertisements, scenery, fittings or decorations**: if these are erected, attached or affixed to the walls, doors, furniture or any portion of the building then they are to be fully removed and the means of erection or affixation removed, thus leaving the facility in the same condition as when the hirer arrived. Failure to comply may result in extra charges.
12. **Open fires:** The Hirer must not light or allow to be lit any fires within the premises or anywhere on the property.
13. **Camping:** there is no camping permitted on Council land.
14. **Public space area:** Your hire includes the exclusive use of the sporting grounds, on the day of your function, and will be signed as such.
15. **Pandemic obligations:** in the event there are Government (Federal and State) directions, restrictions, and obligations, in respect to pandemics or public health requirement in force, the Hirer must comply with said directions.

I have read, and agree to, these Conditions of Hire.

Name:……

Date:……..