



The Canungra School of Arts Hall Inc. Terms and Conditions of Hire

These constitute the Terms and Conditions of Hire imposed on all persons, groups or organisations hiring the Canungra School of Arts Hall Inc.

1. Hirer will meet the Bookings Officer before the hire commences at the hall, and keys returned in the 'Key Return' slot near the ramp door, unless other arrangements are in place. Contact the Bookings Officer on 0408 155 747 or email at: bookings@canungrahall.com.
 2. The hirer is responsible for the behaviour of all persons during the hire period.
 3. If used, tables and chairs are to be stacked neatly at the completion of the function or hire period, in the position from which they were removed.
 4. After use, the hall is to be left in a clean and tidy condition. Bins are to be emptied into the Council bins at the front of the hall. This includes the toilets waste paper bins.
 5. All fans and lights are to be turned off. Turn off and lock the sound system.
 6. All windows and doors are to be locked and checked, prior to departure. **Note:** Loss of a key set **will** incur a cost of \$450, being the cost to replace all locks and keys.
 7. If the kitchen and its facilities are used:
 - (a) Please ensure that all power is turned off and power cords unplugged.
 - (b) Empty the urn, wipe clean and leave with the lid on.
 - (c) Turn off and unplug the refrigerator. Both refrigerator doors are to be opened fully, and the interior emptied and wiped clean.
 - (d) Strictly ensure that all controls on the stove are turned to their **OFF** position, and that the stove main switch is turned **OFF**.
 - (e) Clean the kitchen, including bench tops, floor and other facilities used.
 - (f) Please report any breakages, damaged or faulty facilities to the Bookings Officer as soon as possible.
 - (g) Wilful or deliberate damage **MUST** be paid for.
- Should supplementary cleaning be necessary, this **will** be billed to the hirer.

Hall Management Committee