

River Heads Progress Association

C/- 45 Ariadne Street
River Heads Qld 4655

Phone 0499 992 442

ABN 18 340 548 481



HALL HIRE AGREEMENT

Name of Hirer.....

Address:.....

Suburb:.....**Postcode:**.....

Phone:.....**Mobile:**.....

Email:.....

Date of hire:.....**Times:**.....

Are you a RHPA financial member? Yes/No

Purpose of event.....

Number of people attending.....

Will you require the bar to be opened? Yes/No (qualified bar staff available @ \$30 per hour (M) or \$35 per hour (NM)).

If yes, will you require the bar to be opened extended hours? Yes/No (refer schedule of fees)

Will you require the kitchen to be opened? Yes/No (kitchen staff available @ \$30 per hour (M) or \$35 per hour (NM)).

Kitchenette available free of charge (fridge, microwave, sink etc.)

Will you require the use of gas barbeque/s? Yes/No If yes, one or two barbeques? One/Two. See schedule of fees

Will you be using any party mechanical or other apparatus? Yes/No If Yes please provide

details.....Policy No.....

Will you set up and decorate the hall yourself or do you wish RHPA to arrange? Self/RHPA.

Will you require chair covers, tablecloths, table centres? (Set up and hiring fee applicable).

The hall seating capacity is 100 persons.

Verandah seating capacity is 60 persons.

Gazebo seating capacity is 50 persons.

The pool table is not available for hire.

Terms and Conditions.

1. A deposit of 20% must be paid within 7 days of acceptance of quote. Balance of quote is due no later than 14 days prior to the function date.
2. The hirer accepts responsibility for the safe custody of the property and for personal injury and damage to third party property during the term of hire or use. The hirer indemnifies the RHPA for any liability arising from hire and use of the building and other property.
3. The hirer shall be liable for the cost of repair of any damage done to any part of the property or the contents of the building during its hire of the facility.
4. The hirer will take all reasonable measures and provide adequate supervision to prevent disturbances inside and outside the hall and to prevent any activities likely to be a nuisance to nearby residents. Provision of any security for the period of the hiring will be at the hirer's expense.
5. The hirer shall ensure that no person under the age of 18 years consumes alcohol. The hirer is aware of the Liquor Permit regulations applicable to the RHPA Hall. Accordingly, no alcohol is to be sold after 11.00pm unless by arrangement. The hall is to be vacated and locked by 11.30pm unless by arrangement.
6. The hirer shall ensure that any appliances brought to the premises and used there shall be safe and in good working order (electrical appliances must be appropriately tagged), used in a safe manner and covered by the hirer's insurance.
7. Under no circumstances will RHPA accept responsibility for the loss of or damage to privately owned items left or used on the premises.
8. In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the RHPA shall not be liable to the hirer for any resulting loss or damage whatsoever, other than reimbursement of the hire fees and deposits.
9. Tables and chairs must be returned to their original position and the hall is to be securely locked on departure of hirer.
10. Key access to premises and other keys by arrangement – phone 0499992442.
11. Hall hire is subject to prior bookings.
12. If bar is used, under RHPA Liquor Licence, no other alcohol is to be brought into hall.
13. If bar not used hirer may bring own alcohol.
14. Licensed areas include hall and deck only. Alcohol must not be consumed in other areas or premises or at front area of hall near children's playground.
15. A First Aid Kit and a Defibrillator are located in the Kitchenette in the case of a medical event.

Cancellation Terms and Conditions.

In the event of the hirer cancelling the booking the following conditions will apply.

1. If the hirer cancels three months prior to the event, full deposit will be refunded.
2. If the hirer cancels two months prior to the event, half of the deposit paid will be forfeited.
3. If the hirer cancels less than one month prior to event, full deposit and hall hire fee will be forfeited.
4. If the hirer cancels two weeks prior to the event, all monies paid including deposit, full event cost, hall hire fee and cleaning fee will be forfeited.

Hirer Signature:.....Date.....

RHPA Signature.....

Name.....

Position.....

Date.....