

# NORTHCLIFFE TOWN HALL MANAGEMENT COMMITTEE HIRE AGREEMENT (2021 – 2022)

**NOTE – CHECK AVAILABILITY FIRST WITH THE NCF VISITOR CENTRE & SUBMIT THIS APPLICATION TO VISITOR CENTRE or [info@visitnorthcliffewa.com](mailto:info@visitnorthcliffewa.com) OR Ph: 97767203. (PAYMENT TO THE NORTHCLIFFE VISITOR CENTRE PLEASE).**

**For Information – Northcliffe Town Hall Management Committee representatives:  
Gaye Van Hazendonk (Presiding Member) Ph 0422 877 206 OR email: [ncftownhall@gmail.com](mailto:ncftownhall@gmail.com)**

I \_\_\_\_\_ of \_\_\_\_\_  
(Name) (Address and telephone)

and representing (if applicable) \_\_\_\_\_  
(Community group/organisation)

acknowledge & agree to abide by the terms and conditions set out below.

Date of hire \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Time of hire \_\_\_\_\_ am \_\_\_\_\_ am  
\_\_\_\_\_ pm to \_\_\_\_\_ pm  
(Provide time for the setting up and cleaning of the hall – see condition of hire note #17)

**Purpose of hire** (eg; dance/wedding): \_\_\_\_\_

**Will there be amplified music?** Yes  No

**Will alcohol be consumed?** Yes  No

**Will food be available?** Yes  No

## HIRE FEES

Per Hour	\$15.00
Half Day (minimum fee 4 hours)	\$60.00
Full Day (per Calendar Day)	\$120.00
Funeral	Donation
Commercial Hire (per function)	\$250.00
Chair hire (up to 70 green chairs) – per chair when not hiring use of hall	\$2.00
Table hire – per table when not hiring use of hall	\$6.00
Kitchen (Charged in addition to the normal hire charges. No discounts apply)	\$75.00
Marquee hire (Community groups only)	\$50.00/day
Kitchen Required YES / NO	No. of Patrons Expected _____ (Max 325)

**HIRE FEE \$ \_\_\_\_\_ BOND \$ \_\_\_\_\_ (see condition of hire note #21)**

(Bookings are unconfirmed until **FULL** payment of fees received. Not for profit community groups &/or registered charitable orgs may upon request receive a discount of 20% of stated fees).

**I have read and agree to the 'Conditions of Hire' (See over):**

Hirers Signature - \_\_\_\_\_ Date: \_\_\_\_\_

**PERMITS:** Liquor Licence (available from Clerk of Courts) – sighted

Approved: \_\_\_\_\_ NTHMC representative. Date: \_\_\_\_\_

## **CONDITIONS OF HIRE**

- 1) Bookings will not be confirmed unless full bond has been paid;
- 2) Hire fee must be paid before receiving key to building;
- 3) **Any damage to the building, including fixtures, fittings and furnishings, other than normal wear and tear will be at the expense of the hirer;**
- 4) Decorations to the venue are allowed only if authorised by the NTHMC.
- 5) Hirers are to carry out directions from authorised officers of the Shire at all times as stated under the provisions of Local Laws, State or Federal Statutes.
- 6) Hirer is to comply with maximum accommodation numbers relevant to the building – **325 patrons;**
- 7) **FOOD** – for all non private or public functions/events food must be prepared in the town hall's approved kitchen or at a Shire approved location. When operating food stalls, an application form can be sourced from the Shire. Private functions are welcome to use the kitchen as per fee;
- 8) **Consumption of alcohol** is strictly prohibited unless previously agreed to and relevant permits are sighted prior to function by the NTHMC representatives;
- 9) The external area and the building itself must be left in a totally clean condition. All refuse is to be placed in bins provided and refuse removed from the property.
- 10) The furniture and fittings are to be returned to storage area and left in a totally clean condition;
- 11) All floors, cupboards, food preparation areas, refrigerators, stoves and tiled areas adjacent to those food preparation areas in the kitchen shall be left in a clean and hygienic condition. **All breakages and losses shall be payable by the hirer.**
- 12) All electrical appliances, unless stated otherwise, MUST be emptied, turned off and the plugs removed from the wall.
- 13) **Failure to leave the kitchen in a clean and hygienic condition will result in it being cleaned at the hirer's expense.**
- 14) No fixtures, fittings or furnishings, including electrical installations and kitchen equipment shall be interfered with, modified or tampered with in any way.
- 15) Electrical devices including those used for amplification, lighting and entertainment in general shall be in good working order and of a type approved by relevant authorities.
- 16) All hirers are required to vacate the premises at the prescribed time, as stated on this agreement;
- 17) **Setting up of functions prior to the prescribed booking time must be authorised by representatives of the Northcliffe Town Hall Management Committee;**
- 18) All lights are to be switched off and ALL EXTERNAL DOORS MUST BE LOCKED when leaving the building;
- 19) Noise/Behaviour – it is expected that patrons disperse from the building and surrounds in an orderly and quiet manner.
- 20) The NCFMC reserves the right to refuse any application to hire its venue/components.
- 21) **BONDS-** a community group and/or registered charitable organisation may submit a written request to the NTHMC to have the bond waived – A written declaration of responsibility & agreement to “make good” any damages must be submitted by the hirer with the Bond Waiver request.

<b>Open Function</b>	Full day with alcohol	\$1000.00
<b>(publicly advertised &amp; open to general public)</b>	Full day no alcohol	\$500.00
	Half day with alcohol	\$1000.00
	Half day no alcohol	\$250.00
<b>Closed Function</b>	Full day with alcohol	\$1000.00
<b>(private by invitation only)</b>	Full day no alcohol	\$250.00
	Half day with alcohol	\$1000.00
	Half day no alcohol	\$125.00

Updated August 2021