

# Ross Watt Children's Hall Inc

252 Station Road, New Gisborne

Reg No A0022887Z

**Email Address:** newgisborneplaygroup@gmail.com

**Payments may be made by EFT:** Bendigo Bank  
Ross Watt Children's Hall Inc  
BSB: 633 108 Account: 135 630 622

## CONDITIONS OF HIRE

The person making the booking shall be the person that is responsible for ensuring that all of the following conditions are adhered to by all participants.

A) Bond and Fee	The responsible person shall pay a fee \$100 bond and \$80 (members) and \$150 (non members) Hire Fee, as determined by the Committee of Management of the Ross Watt Children's Hall Inc. An extra cleaning fee of \$50 is to be left in cash on the kitchen bench for the external cleaning company to collect. Any costs incurred by the Committee for extra cleaning, repair or loss of revenue shall result in the responsible person being billed accordingly. The Committee of Management should be notified immediately of any damage caused. Bond and Fee are payable within 10 days of booking the hall.
B) Heating/Cooling and Lighting	The Hall is equipped with heating, cooling and lighting. Organisers should at all time ensure there is no unnecessary energy wastage. Remotes for heating/cooling units located on far wall below each unit.
C) Hours	The responsible person must ensure that the activity is restricted to the designated hiring times and should allow leeway if extra time is required. Weekend hours between 10am - 4pm, Weeknight hours between 6pm and 10pm.
D) Security	The responsible person must ensure the Hall is securely locked when leaving and if there are no others in the Hall that it is locked completely. Any keys issued should be controlled and returned promptly. Keys for the shed door can be found in the first cupboard on the right when you enter the kitchen.
E) Equipment / Cleaning	The organiser is responsible for setting up, packing up and thoroughly cleaning the Hall. This must include vacuuming and mopping floor

	<p>if soiled. A Vacuum is located near the front door and cleaning products provided in the kitchen cupboard.</p> <p>The Hall should be left exactly as you found it.</p>
F) Rubbish	All rubbish must be taken home with you.
G) NO Liquor	The Committee of Management has resolved that the consumption of alcohol is NOT permitted within the Hall or on the Hall grounds.
H) NO Smoking	The Committee of Management has resolved smoking is NOT permitted in the Hall or on the Hall grounds.
I) Cancellation and/or Alteration	The Committee of Management at all times retains the right to cancel or alter the booking at any time for any reason. It should be noted, in most cases, such action shall be performed in emergency situations and in all cases, refunds shall be in full. The Committee may also refuse a booking for any reason whatsoever.
J) Supplies	No persons hiring the hall have permission to use Tea/Coffee/Sugar or any other supplies of the Ross Watt Children's Hall other than cleaning supplies.