

# 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

Hall Booking Officer:

Stephanie Sharp 0438 738 709

## 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 \$50 (members) and \$100 (non members) Hire Fee, as determined by the Committee of Management of the Ross Watt Children's Hall Inc. 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 and Lighting	The Hall is equipped with both heating and lighting and organisers should at all time ensure there is no unnecessary energy wastage. Heating is available and is timed to run for approx 30 minutes of heating. Button for heating can be found just inside the main entrance on the back wall.
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 back 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 surfaces and cleaning toilets (all cleaning products provided in the kitchen cupboard). The Hall should be left exactly as you found it.
F) Rubbish	<u>All</u> rubbish must be taken home with you.
G) NO Liquor	The Committee of Management has resolved that the consumption of alcohol is <u>NOT</u> permitted within the Hall or on the Hall grounds.
H) NO Smoking	The Committee of Management has resolved smoking is <u>NOT</u> permitted in the Hall or on the Hall grounds.

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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.

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## CHECKLIST WHEN LEAVING

### THE HALL IS TO BE LEFT EXACTLY AS YOU FOUND IT

- ALL CROCKERY AND CUTLERY WASHED, DRIED AND RETURNED TO CUPBOARD
- KITCHEN, TOILET AND BBQ CLEANED  
(cleaning products found in toilets on window sill or on top shelf of broom cupboard)
- BOTH BINS FROM TOILETS ARE EMPTIED INTO THE OUTSIDE BINS
- HALL VACUUMED THROUGHOUT AND ALL SURFACES MOPPED  
(vacuum found in toy store room and mop & bucket in kitchen broom cupboard)
- DECORATIONS REMOVED (Including All Balloons)
- TOYS RETURNED TO STOREROOM AND PACKED AWAY NEATLY AND SAFELY, AS YOU FOUND THEM
- ALL TOYS IN OPEN AREA'S TO BE RETURNED TO THEIR ORIGINAL LOCATION, AS YOU FOUND THEM
- ALL **PARTY RUBBISH** REMOVED AND TAKEN WITH YOU

### ENSURE

- *KITCHEN AND TOILET EXTERNAL DOORS AND WINDOWS ARE SHUT AND LOCKED*
- *ENSURE SHEDS ARE LOCKED*
- *ENSURE KEY ON GREEN TAG IS RETURNED TO NAIL IN FIRST CUPBOARD*
- *ALL LIGHTS AND FANS ARE SWITCHED OFF*
- *FRONT DOOR LOCKED ON THE WAY OUT*

THANK YOU FOR HIRING THE ROSS WATT CHILDREN'S HALL