

Mahboba's Promise Community Hall

Terms and Conditions of Hire

1. GENERAL INFORMATION

- 1.1. All inquiries about the Hall should be directed by email to office@mahbobaspromise.org or via phone to 02 9887 1665
- 1.2. All enquiries should be made at least one month prior to the proposed date of the event or one month before the beginning of the hire period.
- 1.3. You are welcome to arrange a time to inspect the facilities before making a booking.
- 1.4. Minimum Hire is 2 hours
- 1.5. License Agreements and Public Liability Insurance are required for all

2. USE OF COMMUNITY HUB

- 2.1. The Community Hub is used for activities that benefit the community
- 2.2. Types of entities that can apply to rent the premises

- Community Organisations • Sporting Associations • Sports Clubs • Community Groups • Private Organisations • Government Organisations • Schools

3. LAWFUL USE

THE HIRER must not use the premises for any unlawful purpose or in any unlawful way, nor do anything, or bring onto the premises anything which may endanger the premises.

4. FEES AND CHARGES

The current usage fees* are as follows:

Hourly Charge	Casual Users 9am -9pm Mon to Fri)	\$25.00	Including GST
Hourly Charge	Regular Users (9pm – midnight Mon to Fri) 8am to midnight Sat and Sun)	\$35.00	Including GST
Bond for one-off hirees	Refundable subject to conditions	\$500.00	Including GST

Bond for recurring hirees	Refundable subject to conditions	\$300	Including GST
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*Fees can be changed at Mahboba's Promise discretion

5. PAYMENT OF HIRE CHARGES

- 5.1. Hall hire costs must be paid one month before the event.
- 5.2. Payment of bond is required to secure the booking for the requested venue and the specified date and time. Your booking is not secure until the bond is paid
- 5.3. Original copies of the Hall Hire [Application Form](#) must be returned with the bond payment
- 5.4. Bond is refundable after the event if the venue is left in a clean and tidy condition and all rubbish is removed from the premises
- 5.5. The premises must be vacated at the designated time otherwise you will be charged accordingly.
- 5.6. Payments can be made by

Direct Deposit to

Account Name: Mahboba's Promise
Bank: Commonwealth Bank
BSB 062 320
Account Number 1017 6255
Reference: Hall Hire

Credit Card

We accept Mastercard, Visa, Amex & Diners
Call us on 9887 1665

Cheque or Money Order payable to

Mahboba's Promise Inc.
Mail to P.O. Box 6234, North Ryde, NSW 2113

6. INDEMNITY

- 6.1. License Agreements and Public Liability Insurance are required for all hirers of our facility.

- 6.2. A signed License Agreement and a copy of a valid Public Liability Insurance Policy must be given to our office at least one week before the Hall is used by any people or groups. There are no exceptions to this.
- 6.3. The Hirer shall accept full responsibility for the safety of all persons associated with the function, including organisers, participants, guests and non-associated persons who pass through the area during the hire period.

3) INSURANCE

- a) The Hirer shall not use the premises for any unlawful purpose or in any unlawful way.
- b) The Hirer shall not do anything, or bring onto the premises anything or anyone which may endanger the premises or its users.
- c) Depending on the type of function/activity you are conducting on the property, the Hirer will be required to provide Mahboba's Promise with proof of their Public Liability Insurance (a Certificate of Currency will be required) for a minimum of \$10,000,000 (ten million dollars).
- d) Please make sure you have included all aspects of your activity on the application form. Where a third party is supplying a good or service; a copy of the Certificate of Currency for their Public Liability Insurance policy, with a minimum cover of \$10,000,000 (ten million dollars) will be required.
- e) Mahboba's Promise reserves the right to allow use of the venue by the Hirer, subject to proof of Public Liability Insurance. Please seek advice from the Facility Officer at the relevant Community Centre if you are uncertain of your responsibilities and obligations prior to paying any monies for your booking.

4) SUBLETTING

- a) Subletting of the halls or any part thereof is strictly prohibited and may make null and void any security bonds and/or agreements.

5) CANCELLATIONS

- a) Cancellations of bookings, where a deposit has been made, must be given in writing not less than 10 working days prior to the date of the function; otherwise any monies paid in reservation or hire of the facility may be forfeited.
- b) Mahboba's Promise has the right to cancel a booking if it deems fit to do so. If the event is cancelled, any monies paid in reservation or bond shall be refunded.

6) ACCESSING PREMISES

- a) The Hirer cannot access the premises earlier than 8:00am on the day of the function to set up the hall/room. This allows time for inspection of the hall/room to occur, and any emergency cleaning to be carried out.

7) CLEANING, SECURITY AND VACATING PREMISES

- a) In the case of any function, the function must conclude by the time specified on the "Hall/Room Hire" agreement; and not later than 11:00am in the case of an evening booking.
- b) One (1) hour only is allowed after this time for cleaning, with the premises to be completely secure and vacated no later than 12:00am in the case of an evening booking.
- c) Within that same hour allowed for cleaning, or within an alternate timeframe as permitted by the Facility Officer, the Hirer shall remove from the building all materials that are property of the Hirer.
- d) Any materials not removed within these timeframes may be disposed of at the discretion of the Facility Officer
- e) It is the responsibility of the Hirer in the case of exclusive hire of the Community Centre, to ensure that the surrounding gardens and or paved areas are left clean and secure and all appliances (with the exception of refrigerators and wall-urns) are turned off.
- f) This includes returning any furniture to its original position, stacking of chairs and tables in an appropriate manner, sweeping and/or mopping any major spills or hazards on the floor, removing any decorations and placing any rubbish in the bins provided. If the bins are full, it is the responsibility of the Hirer to take any additional rubbish with them.
- g) All cleaning must be completed in the allotted time of hiring.
- h) If the Hall is not cleaned and rubbish removed, then a \$100 cleaning fee will be deducted from the bond received.

8) DAMAGES

- a) If the value of damages to the hall/room hired is greater than the value of the security bond held, the hirer agrees to bear any reasonable costs to repair the damages.

9) ADVERTISING AND DECORATIONS

- a) No advertising is permitted on or in any part of the building and its surrounds without prior written approval from Facility Officer
- b) Decorations must not be hung from the ceiling and adhesive substances must not be used on any walls. All decorations must be hung from any hooks provided, and removed prior to vacating the premises.
- c) Nails, screws or any other fastenings must not be used on walls, floors, furniture or fittings.

10) LIQUOR PERMIT

- a) In accordance with the provisions of the Licensing Act 1999, a Limited License must be obtained for the supply of liquor at a function where either:
 - (i) The cost of liquor is to be recouped by imposing an admission/cover charge on those attending the function; or
 - (ii) Liquor is to be sold on the premises.
- b) It is the responsibility of the Hirer to arrange for the relevant Limited License, a copy which must be provided to Mahboba's Promise no later than 10 days prior to the function.

11) WHAT THE HIRER MUST PROVIDE

- a) The Hirer is advised that it is their responsibility to arrange for the supply of tea-towels, glasses, napery and all consumable materials including garbage bags for disposal of rubbish.

12) NOISE

- a) The volume of music must be controlled in the interests of the nearby residents, and must cease no later than 12:00am in the case of an evening booking. The volume of music played shall be no greater than that which would breach the Noise Control Act. Excessive noise may result in full or partial loss of security bond.

13) KEYS

- a) Keys and Security Access Codes are available no earlier than one (1) working day prior to the function. The security bond includes the key deposit. In the event of lost keys, the hirer may be held accountable for changing the locks as required.
- b) It is the responsibility of the Hirer to ensure that any keys are collected during Mahboba's Promise office hours or at a pre-arranged time with the Facility Officer.
- c) The keys are to be returned to Mahboba's Promise on the first available working day after the function during its officer hours or at a pre-arranged time with the Facility Officer.

14) BARBEQUES, FLAMES & SMOKING

- a) No food is to be cooked on a barbecue or any kind of open cooking device inside or outside of the building, including the landscaped areas
- b) The consumption of food and beverages and the provision and playing of music or entertainment shall be restricted to inside the building only.
- c) Smoking is not permitted in the building or within 10 meters of its premises. This is in accordance with Mahboba's Promise's Occupational Health and Safety Policy.

- d) Fire extinguishers are for use in an emergency situation only.
- 3) Fireworks and open flames, including candles, are not permitted in the building.

15) SPECIAL CONDITIONS

- a) The Facility Officer may at any time impose special conditions on the Hirer in addition to these Standard Terms and Conditions. In this instance, the Hirer shall be notified in writing no less than 10 working days prior to the function.

16) ELECTRICAL EQUIPMENT

- a) A sound system, TV, Overhead Data Projector and Screen is available to use for your function. Please ensure that you have discussed your requirements when making a booking. Instructions will be given for the use of the Projector Control Panel.
- b) All other electrical equipment on the premises must be electrically tested and tagged. It is the responsibility of any group or individual bringing in to the centre any electrical equipment to have the equipment tagged and tested at their own cost.
- c) Any damages caused by the use of non-electrically tested and tagged equipment will be the responsibility of the hirer. Any damages caused to the Centre's electrical equipment may result in full or partial loss of security bond.
- d) No Smoke Machines and No Jumping Castles are permitted on the premises.

I have read, understood and agree with the Terms and Conditions of Hire

Signature	
Full Name	
Organisation	
Date	

Initials