

# **PALMWOODS MEMORIAL HALL ASSOCIATION INC.**

ABN 58 879 561 487  
PO Box 180, Palmwoods QLD 4555  
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## **HIRE TERMS AND CONDITIONS**

The Palmwoods Memorial Hall is community owned and operated. Administration, cleaning and maintenance is performed by volunteer members of the Association. As a result, hire fees are kept at a minimum to ensure that the facilities are available for use and enjoyment of the general community. As a hirer of the hall the following terms and conditions apply:

1. All hire requests are subject to the Committee's approval.
2. The hall is accessed by a keylock system that the booking's officer will advise once booking is confirmed.
3. All furniture must be returned to original position after your hire.
4. All doors and windows must be locked securely before vacating the premises.
5. All lights and electrical appliances must be switched off and refrigerator doors propped open before vacating the premises. Please do NOT turn off the mains.
6. Requirements for use of tables, cloths, crockery, cutlery, glassware and decorating services should be made known at time of booking. Additional hire fees will apply.
7. If you are using crockery, cutlery items etc., these items must be washed and dried prior to leaving the premises.
8. There is to be no sticky tape, screws or nails applied to walls, please use existing hooks only.
9. All rubbish is to be placed in the bins provided. Any food waste is to be removed from the premises.
10. Unless otherwise arranged, use of the premises must be strictly in accordance with the booking agreement.
11. The hall allows 15 minutes gratis either side of your allotted time for setting/packing up. Respect other hall users by waiting outside until your agreed entry time and vacate the premises promptly at your exit time.
12. No apparatus or equipment must be left on site without committee approval. This should be raised initially with the bookings officer.
13. Charitable/non-profit organisations and special needs groups are eligible for special consideration. This form is found online and should be submitted with your Request for Quotation.
14. Failure to abide by these terms will result in cancellation of your booking.

### ***Occupational Health and Safety***

15. Prior to confirmation of your booking an appointment with the bookings officer will be made to go over the OH&S requirements that you hold as the hirer of the building. There will be a form to sign so that you are aware of your responsibilities.
16. No open flames are allowed in the hall (i.e. candles).

17. Be aware the hall's liability insurance policy does not cover the hirer if the hirer is negligent for loss or injury.
18. Any breakages, damage or faulty appliances must be reported promptly on 0490 215 367.

#### ***Finances – Casual Rates***

19. A minimum of \$50 is required for bookings under \$1000. All bookings over \$1000 will require a 20% deposit. This deposit will be required to be paid two months prior to the booking or when the booking is made, whichever is the greater. The deposit is non-refundable. The Committee have the ability to waive this for exceptional circumstances.
20. The balance of the hire fee is to be paid no later than two weeks prior to the event. If this does not occur it may result in cancellation of your booking.
21. One calendar month notice is to be given if a booking is to be cancelled. Failure to provide adequate notice may result in forfeiture of deposit or paid rental fees.
22. An additional cleaning fee will be levied if the hall is not left in a clean and tidy condition.

#### ***Finances – Permanent Hirers***

23. Permanent hirers are entitled to a discounted rate on the condition that rental fees are paid in advance in three monthly blocks. They are entitled to a one-month trial period before committing to their first three months.
24. A \$50 penalty will apply if doors and/or windows are found unlocked after use.
25. All hirers must have their own public liability insurance. Certificate of Currency is to be submitted each year.

<b>Payment options:</b>	<b>Cheque</b>	Made out to Palmwoods Memorial Hall Association Inc.
	<b>Direct deposit</b>	BSB: 638-070 A/c No: 1290 5259 Reference: Invoice number or Hirer's name