



Terms and Conditions of Hire

The following terms and conditions have been created by Green Bay Community House (GBCH) to ensure your hire runs as smoothly as possible.

Please retain a copy of these for your reference and ensure you are aware of your responsibilities.

Your signature on the terms and conditions indicates your acceptance and agreement to comply.

<p>Booking Time & Space</p>	<ul style="list-style-type: none"> ● Hirers are not to enter space until their booking commences and must not stay longer than the time booked ● Booking period to include set up and pack up ● Hirers not to use extra or different spaces to those that are originally booked ● As the hirer you are responsible for damages to the centre whilst booked in your name, and you agree to pay for any damages or costs incurred during your use of the hall ● Payment for the hall must be four weeks in advance of your booking ● \$100 bond required, this will be returned after the event, once the key is returned and the venue checked for damages. (bonds refunded within 10 working days of receipt of key) ● Lost keys incur a \$50 fee. ● Hirers must precisely state the type of activity to take place and use the facility only for that purpose ● Any changes to the booking must be communicated 48 hrs prior to the booking time
<p>Cancellation</p>	<ul style="list-style-type: none"> ● GBCH has the right to charge a cancellation fee if bookings are cancelled at short notice - <ul style="list-style-type: none"> ○ Within 14 days of event - 25% ○ Within 7 days of event - 50% ○ Within 24 hours of event - 100% ● GBCH may cancel a booking under extreme circumstances, these may include but are not limited to - emergency situations / environmental / weather events / pandemic refunds will be issued in these circumstances
<p>Entering & Exiting</p>	<ul style="list-style-type: none"> ● Keys will be issued by the community house office the week prior to your event, or lockbox details provided ● Hirers must ensure all doors are locked and windows closed lights and heat pumps are turned off when exiting the building ● Failure to secure the building will result in a \$100 call out fee
<p>General</p>	<ul style="list-style-type: none"> ● As a hirer you must uphold our code of conduct ● Hirers must be over 18 ● Demonstrate courtesy and respect for the staff, premises, other users and public ● No furniture to be removed from the premises ● Extra care taken with food being consumed in Fantail room due to new furnishings ● GBCH Staff and / representatives will have unhindered access to events, and have the right to close down and event should you fail to meet any of these conditions ● The hirer must not allow any illegal activities to take place in or around the venue



	<ul style="list-style-type: none"> ● No animals permitted unless registered companion / service animals ● Lighting with naked flame not permitted including candles, oil burners, kerosene lamps, open fires, fireworks
Cleaning	<ul style="list-style-type: none"> ● Hirers are responsible for packing away furniture, cleaning and rubbish removal ● Failure to do so will result in additional charges being applied ● All tables to be replaced in storage cupboard and chairs to be stacked neatly in hall ● Venue must be left clean and tidy at the end of your hire including - <ul style="list-style-type: none"> ○ Kitchen surfaces, oven, fridge & bathrooms ○ Tables to be wiped before putting away ○ Vacuum, mop, and pick up any rubbish from deck / garden ○ Remove any items you have brought into the centre - do not use the community house bins ○ All rubbish and recycling to be taken away (we have bags for use in the cleaning cupboard) ○ Hirers will incur a minimum cleaning fee of \$100 if the venue is not left clean and tidy
Noise Complaints	<ul style="list-style-type: none"> ● The centre is located in a residential area, so due care and respect should be shown to our neighbours ● Loud music and related activities must cease by 10pm and noise levels kept to a minimum when exiting and cleaning the venue ● The hirer is liable for any monetary cost arising from noise complaints
Traffic & Parking	<ul style="list-style-type: none"> ● There is parking available in the public car park, this is not for exclusive use of the facility ● Please do not park on yellow lines or grass ● Entrance and driveway to remain clear at all times for emergency vehicles and public access ● Please take care and drive slowly as there may be young children around our space
Alcohol	<ul style="list-style-type: none"> ● We are an alcohol free venue
Smoking / Vaping	<ul style="list-style-type: none"> ● No smoking or vaping inside the building or within the playground and deck area.
Health & Safety	<ul style="list-style-type: none"> ● Hirers are responsible for the health and safety and wellbeing of all people attending their function or activity ● Events do not exceed the venue capacity (appendix) ● As the hirer you are responsible for the behaviour and security of those attending your function. ● The hirer is responsible for assigning a fire warden for the event. **Please see evacuation procedures on page 4 of this document. ● In an emergency evacuate to the designated area at the top of the car park ● Report emergency to 111 ● First aid kit in kitchen and defibrillator located on outside of hall ● A list of known hazards is displayed by the front door ● If you notice any hazards please report to GBCH staff as soon as possible ● Any incidents or accidents should be reported to the centre staff as soon as possible



	<ul style="list-style-type: none"> ● Inappropriate activation of a fire alarm resulting in a Fire Service call out will result in a \$1500 fine.
Loss or Damages	<ul style="list-style-type: none"> ● GBCH does not accept responsibility for the loss or damage of the hirer's property. Any items left in the community house is at the hirer's own risk
Unacceptable Behaviors	<ul style="list-style-type: none"> ● We have a zero tolerance policy on these behaviors / infringements and they will result in immediate cancellation and jeopardise future hire agreements <ul style="list-style-type: none"> ○ Physically or verbally abusing, fighting, threatening another person while on or around the premises ○ Irresponsible behavior including obscene language or sexual harassment ○ Accessing off limits rooms, storage areas or spaces. ○ Sharing of keys or codes with unauthorised persons ○ Any illegal / abusive or violent activities will be reported to the police and a trespass notice will be served.
GBCH right to Cancel	<ul style="list-style-type: none"> ● The Centre reserves the right to cancel at any time, if it comes to light that booking details were inaccurate or misleading, whether intentional or not ● If an event is considered to be capable of involving unacceptable risk or harm to any person, property or to the reputation of GBCH. If these concerns are unable to be resolved via discussions then the booking may be cancelled ● Refunds will be at the discretion of the GBCH management committee

Signed	Date
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APPENDIX

Room Name	Room Capacity
Hall	70
Fantail Room	30
Whole Facility	100

Evacuation Procedures	<ul style="list-style-type: none"> ● Raise alarm immediately by operating the nearest fire alarm ● Follow instructions of fire warden ● Leave immediately by the clearly marked exit doors. Do not gather equipment or bags ● Move quickly but do not run ● Report to evacuation point at the top of the car park
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	<ul style="list-style-type: none"> • Call 111 and notify emergency services • Do not return to the building until all clear is given
Fire Warden Duties	<ul style="list-style-type: none"> • Ensure everyone at your event knows where the closest fire exits are and what the procedure is for evacuation • Check fire exits are clear of hazards before and during the event • Ensure you know where extinguishers and fire alarms are located within your hire space
If a fire is discovered	<ul style="list-style-type: none"> • Initiate and follow the evacuation procedure as above • Ensure your area is evacuated, check toilets, kitchen etc • Proceed to assembly area, check personnel for injury • Only if conditions permit and it is safe to do so, should any attempt be made to extinguish the fire

Evacuation and Emergency Exit Map

