



Green Bay Community House Hire Terms and Conditions

To hire the Green Bay Community House you must comply with all the conditions of the hire as stated below.

Payment of hire fees and \$100 bond upon booking.

The Hireer accepts liability for any damage or loss as a result of building hirage.

Hireer to pay any charges/fees in full if any property belonging to the centre is lost, damaged or extra work is required by the centre management E.g. repairs, cleaning etc.

CANCELLATION - The community house has the right to charge a cancellation fee of 25% of the total hire charge if the booking is cancelled within 10 working days of the booking date, 50% if cancelled within 5 working days of the booking and 100% if cancelled within 24 hours.

COVID-19 - All bookings affected by Covid-19 closures or gathering restriction sizes will be refunded in full.

HEALTH & SAFETY – You are responsible for ensuring the safety of users at all times. Ensure exits are clear and make yourself aware of the assembly points in the event of an emergency. All Safety Signs and notices cannot be removed or taken down from the notice boards.

FIRST AID – Located in the kitchen. Please report accidents in the accidents register book.

EQUIPMENT - All furniture returned to the designated storage area in a safe & tidy manor. Main areas and passageways left clear. Items belonging to the community house are not to be removed from the facility.

TIME – Please vacate the Community House at the designated time as there may be groups using the facility after you. Please include your set-up / pack-up and time into your booking.

CLEANING – Floors in hall, kitchen and toilet should be washed and carpet areas vacuumed. Toilets & Kitchen must be left clean, including microwave & oven. Dishwasher stacked and turned on. If not cleaned to a satisfactory standard you will be charged for cleaning.

RUBBISH – All rubbish must be removed (including recycling) A cleaning fee will be charged for rubbish left on the premises.

NOISE – Please be considerate of our neighbours, during events and no loud noise after 10pm

SECURITY – Ensure all doors & windows are secured, heating / air-conditioning is turned off. Lost keys will incur a \$25 charge.

NO ALCOHOL / NO SMOKING / NO VAPING inside or outside the building. This is a total liquor ban area.

DECORATIONS – only to be pinned on the orange/red pin boards. Please do not remove our signs or notices from the walls.