

Hall Pavilion Trust

**HIRING THE HALL PAVILION**

**The Pavilion is in a residential area. In order to protect the quiet enjoyment rights of nearby residents, it is not available for 16<sup>th</sup> to 21<sup>st</sup> birthday, school or college party or football club bookings. The acceptability of the function will be assessed at the time of booking.**

1. Check **availability** for your chosen dates / times by contacting [pavilion@hall.act.au](mailto:pavilion@hall.act.au). A provisional booking may be made at this time.
2. To secure a reservation, complete and return the **Hire Agreement Form**, and pay the **\$50 deposit** (This will be credited to the Hire Fee at settlement, or forfeited if you cancel the booking). The Hire Agreement form should be scanned and emailed to [treasurer@hall.act.au](mailto:treasurer@hall.act.au), copy to [pavilion@hall.act.au](mailto:pavilion@hall.act.au) OR posted to: **Pavilion Hire, VHDP, PO Box 43 HALL ACT 2618.**

Preferred payment method is by **bank transfer** to

BSB: **062 919**                      Acc No: **00925470**                      Acc Name: **Hall Pavilion Trust**

If paying by bank transfer please use as Reference: '**Pavilion [your surname]**' and advise the Treasurer by email that the deposit has been paid: [treasurer@hall.act.au](mailto:treasurer@hall.act.au)

Alternatively you may pay by cheque made out to '**Hall Pavilion Trust**' and posted with the Hire Agreement Form.

**NOTE: The Hire Agreement form and the deposit is required within 2 weeks of a tentative booking or it will lapse. No Hire Agreement and Deposit, NO BOOKING**

3. Retain your own copy of the **signed** Hire Agreement form
4. The **Bond and Hire Fees**, as set out below, must be paid **at least two weeks prior to the hire.**
5. Arrange to collect **keys** just before the hire.

**CHARGES**

<b>Booking deposit (non-refundable)</b>	<b>\$50</b>
<b>Bond (security, cleanliness, noise, key return)</b>	<b>\$200</b>
<b>Daytime hire (9am to 6pm)</b>	<b>\$40 per hour</b>
<b>Evening rate (6 pm to 11 pm)</b>	<b>\$50 per hour</b>
<b>Day rate per 9am to 4pm</b>	<b>\$120</b>
<b>Weekend rates:</b>	
<b>Friday 4pm to 11pm</b>	<b>\$200</b>
<b>Saturday 4pm to 11pm</b>	<b>\$300</b>

**BOND return** – within 10 business days after hiring if conditions are met.

## HALL PAVILION HIRER'S INSTRUCTIONS & CHECK-OUT LIST

**LIGHTS:** Turn on and off at individual wall switches. **External and toilet lights are sensor activated and will switch off automatically after predetermined time.**

**HEATERS:** Ensure power is on at the wall. Open small door at front of heater and press ON switch then close door. Top of heater ON indicator will show green, then red, then heater will start itself.

Turn OFF by opening small door and pressing OFF button (**DO NOT TURN OFF POWER AT WALL as it may damage heater**). Heater will cease operation after a short period.

**STOVE AND RANGE HOOD:** Turn on switch next to light switch on kitchen wall near entrance door to activate stove and range hood control switches. Please turn off at wall after use.

**ELECTRICITY METER BOX:** **DANGER - DO NOT ALTER CONTROLS OR SWITCHES.**

### AFTER USE CHECK OUT LIST

**The hirer is responsible for leaving the pavilion in a clean and undamaged condition. Failure may result in cost deductions from the hirer's bond.**

#### MAIN HALL

- Walls, doors and floors are clean and free from damage.
- Heaters are off at heater control and free of damage.
- Floors are swept and food, drink spills and grease spots mopped clean.
- Chairs are stacked in groups of five, and stored with tables in the store room
- Furniture is undamaged and neatly stacked.

#### KITCHEN

- Walls, benches, and sink are free of damage and clean and the floor is swept and mopped.
- Stove and exhaust hood are clean, grill pan and oven slides in place and undamaged.
- Fridge is on, empty, clean and free of damage.
- Roller shutter and screen door are undamaged.
- Two urns and microwave are undamaged and in place.

#### TOILETS and SHOWERS

- Walls and doors are clean and undamaged and floors are swept and mopped.
- Toilet pans, hand basins and cisterns are clean and working and free of damage.
- Toilet roll holders and hand towel dispensers are in place and undamaged.
- Shower curtains are clean, undamaged and correctly hung.

#### EXTERNAL

- Verandas, surrounding grounds and car park are clean and free of rubbish.
- Entrance driveway chain is hooked in place.

#### RUBBISH

- **REMEMBER:** place rubbish in hoppers provided.
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**Turn off power and lock all doors** after you exit.

**Return key** as soon as practical. [\$40 charge applies if key is not returned]

The Pavilion will be inspected after your hire. If all the above conditions are satisfied your Bond will be returned with 10 business days after hiring.