

Pullenvale Hall

Conditions of Hire

Rev A
14th September 2022

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1. General

The Pullenvale Hall located at 302 Grandview Road is owned and operated by the Pullenvale Progress Association Inc., a not-for-profit organisation incorporated under the Queensland Associations Incorporation Act 1981 and run by a committee of volunteers.

This Conditions of Hire document and its Appendices constitutes a legal document which is provided to prospective Hirers of the Pullenvale Hall prior to the planned booking date(s).

Acceptance of a Hirers request for a booking is conditional upon their acceptance in full of these Conditions of Hire.

The Pullenvale Progress Association Inc. reserves the right of refusal to hire the Pullenvale Hall and has the right to revoke booking agreements at any time.

1.1. Definitions

‘Conditions of Hire’ means these terms and conditions which apply to the Hire of the Hall;

‘Deposit’ means the percentage of the Hire Fee as listed in Schedule 1 - Deposit;

‘Equipment’ means the chattels of the Hall as listed but not limited to those items in Appendix B;

‘Executive Committee’ means office holders of the PPA Committee, usually the President, Secretary, Treasurer and Vice President;

‘Fit for Purpose’ refers to the condition of the Hall being appropriate to the intended usage;

‘Grounds’ means the entirety of the garden and grounds surrounding the Hall building;

‘Hall’ means the Pullenvale Hall buildings and grounds located at 302 Grandview Road, Pullenvale, QLD 4069;

‘Hire’ means to engage the temporary use of the Hall for a fee

‘Hirer’ means a person or other legal entity responsible for the Hire of the Hall;

‘PPA’ refers to the Pullenvale Progress Association Inc. ABN 77 914 721 950;

‘Security Bond’ means a fee that is refunded when all Conditions of Hire are satisfactorily met;

‘Special Approval’ is required where the hiring of the Hall may attract additional conditions because of the nature of the activity being conducted;

2. Bookings

Bookings for the Hall are processed by the PPA Booking Officer, who will endeavour to respond in a timely manner to all enquiries during normal business hours.

All Hall bookings are to be made by completing a booking enquiry form, with full disclosure of the nature and purpose of the booking.

2.1. Tentative Bookings

Tentative bookings will not be accepted.

2.2. Eligible Hirers

Whether hiring as an individual or as a company, the named individual on the booking enquiry form must be 18 years or older and provide a copy of their Queensland Drivers Licence (or acceptable equivalent) as proof of identity.

The named individual on the booking form will be held fully responsible for compliance with these Conditions of Hire.

2.3. Hours of Use

The Hall is available for Hire in accordance with the days and times as described in Schedule 1 – Hours of Use.

The following dates are reserved for the exclusive use of the Pullenvale Progress Association:

- The first Saturday in May each year
- The first Saturday in October, including the preceding Thursday and Friday, and the subsequent Sunday, each year.
- The first Friday of each month from 15:00 onwards excluding school holidays.
- The first Tuesday of every month from 1830 onwards.
- The third Saturday of every month from 1300 onwards.

At its sole discretion the PPA may change the above dates and times.

2.4. Areas of Use

The Hall consists of three hireable lots, these being:

1. The Hall building itself
2. The Hall building itself and the entirety of the grounds
3. The Grounds only (Hall is closed)

2.5. Booking Confirmation

Bookings are not considered confirmed until:

- The applicable Deposit and Security Bond are received in full by the PPA, and
- the Hirer has provided written acceptance of these Conditions of Hire (electronic signatures are acceptable), and
- the PPA Booking Officer has confirmed via email that the booking is confirmed.

Note that the Deposit and Security Bond must be received no later than the specified time in Schedule 1 – Booking Confirmation Notice, unless by special agreement with the Booking Officer.

Confirmation of a booking does not necessarily guarantee exclusive use of the Pullenvale Hall grounds and gardens.

2.6. Regular Bookings

Applications for regular / repeat use of the Hall will only be accepted on the understanding that bookings of this nature may occasionally be required to be cancelled / rescheduled in preference of special events.

The Hirer acknowledges that booking cancellation / rescheduling will be at the discretion of the PPA.

Acceptance of regular bookings may require the Hirer to undergo a credit check and receive specific approval via the Executive Committee of the PPA which typically meets on a monthly basis.

Acceptance of a Hirer's regular bookings may be subject to additional conditions as documented in Appendix C.

Any acceptance of a Hirer's request for regular bookings is for a maximum period of twelve months with renewal at the discretion of the PPA.

2.7. Permitted Use

The Hall may be hired for community events, conferences, dance classes, yoga classes, fitness classes, martial art classes, memorial services and wakes, social gatherings, weddings, birthday anniversaries, children's birthday parties, and any other reasonable activity judged by the PPA as being in keeping with local community expectations.

The PPA may refuse hire for events that are deemed by the PPA as unsuitable. These may include for example teenage and 21st birthday parties.

Camping of any kind in or around the Hall including adjacent land or car parks is strictly prohibited.

All decisions as to Hire or to refuse Hire are at the discretion of the PPA.

2.8. Subletting

Subletting of the Hall is prohibited and will not be approved under any circumstances.

2.9. Security Bond

In addition to the Fees described below, the PPA may require an additional payment to be made in the form of a Security Bond.

The amount of the Security Bond is listed in Appendix A.

The Hirer explicitly acknowledges that the Security Bond may be applied by the PPA towards any cost of cleaning, repairing

or making good any damage to the Hall, or the loss of any Equipment arising out of or incidental to the Hire.

The PPA reserves the right to hold the Security Bond until it is satisfied that the Conditions of Hire are met and that any costs for repair or replacement of items damaged as a result of the Hire are received. All repairs/replacements are to be carried out by the PPA.

The PPA reserves the right to hold the Security Bond until additional Hire charges for extended use times (beyond original booked hours) are received. Additionally, the Security Bond will be held until all agreements to make payments for cleaners or other associated costs are met.

Upon confirmation that all Conditions of Hire are satisfactorily met by the Hirer, the PPA will refund the Security Bond to the Hirer's nominated bank account within the time specified in Schedule 1 – Security Bond Refund Time.

3. Fees

The Fee Structure for the Hall will comprise of:

- Hall Hire Charges as listed in Appendix A
- Security Bond as listed in Appendix A, or as deemed appropriate at the discretion of the PPA.
- Equipment Hire Charges as listed in Appendix A
- Cancellation Fees as listed in Appendix A

All fees, charges etc for Hire must be paid to the PPA strictly in advance. The PPA reserves the right to alter all fees and charges at any time without prior notice to the Hirer.

If the date of the Hire is less than 30 calendar days from when the booking request is made, full payment of Hire fee and Security Bond is required immediately to confirm the booking.

If the date of the Hire is greater than 30 calendar days from when the booking request is made, a Deposit is required to secure the booking and full payment of the Hire fee and Security Bond must be made no later than 30 calendar days prior to the event.

Hirers with Regular Bookings are invoiced at the end of each month.

4. Cancellation of Bookings

4.1. Refunds

Refunds are subject to the following conditions:

- At least 30 calendar days' notice of written cancellation for Hall Bookings - Hire Fees, Security Bond and any Deposit will be returned in full.

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- Less than 30 days' but more than 14 days' notice of written cancellation – Deposit will be retained; any balance Hire Fees and Security Bond will be returned.
- Less than 14 days' notice of written cancellation – Security Bond will be returned, Hire Fees will be charged in full

The PPA will consider Hirer's extenuating circumstances and will apply the above conditions at its discretion.

Refunds will be processed electronically to the same account from which payment was received.

4.2. Refusals / Cancellations / Revoking / Discontinuing Hire

The refusal of use of the facility in any case may be authorised by the PPA at their discretion.

Notwithstanding that the booking of the Hall may have been entered into in accordance with these Conditions of Hire and that the Hire charge may have been paid, it is the right of the PPA to cancel the booking and refund the Hire charge to the Hirer.

Where the PPA is unable to provide an alternative date acceptable to the Hirer the PPA will provide a full refund of the Hire.

If at any time, in the opinion of the PPA:

- the Hirer cannot or is not complying with these Conditions of Hire; or
- there is a likelihood that damage may be caused to the Hall; or
- the organisation or advertising for or the manner in which any performance or use is being conducted or is proposed to be conducted is of a scandalous, libellous or obscene character as determined by the PPA;

then the PPA may revoke or discontinue the permission granted at any time by giving the Hirer notice in writing thereof, whereupon the permission granted to the Hirer shall be at an end but without prejudice to any right or remedy of the PPA for breach by the Hirer of these Conditions of Hire.

In the instances above the Hirer will have no claim at law or in equity for loss or damage in consequence thereof.

5. Conditions of Use

5.1. Commercial (Retail) Trading

The Hiring of the Hall for any commercial retail trading purpose is at the sole discretion of the PPA on a case-by-case basis.

5.2. Games of Chance

No games of chance where money or equivalent is exchanged or passed on as a prize either directly or indirectly shall take

place at the Hall. Special approval may be granted in some circumstances where an approved fundraising event is to occur. Details of these events are to be provided by the Hirer.

5.3. Amplified Music

The Hirer must at all times manage noise at the Hall such that the restrictions below are not exceeded.

For events inside the Hall building, the maximum allowable noise measured at 3m from the source is shown in Schedule 1 – Interior Noise Limits.

For events outside the Hall building, the maximum allowable noise measured at 3m from the source is shown in Schedule 1 – Exterior Noise Limits.

The Hirer must ensure that all attendees have left the Hall by no later than 11pm on the day of the event.

The Hirer acknowledges that a crowd size larger than 40 people is likely to exceed the noise emission limit between 10:00pm and midnight and must take active steps to ensure attendees leave the Hall in a quiet and courteous manner.

Irrespective of the tabled noise restrictions it is a condition of hire that all amplified music ceases no later than 10pm.

Outdoor events with any form of amplified music may only be held on the northern side of the Hall.

5.4. Adjoining Residents and Noise

The Hirer is responsible for ensuring any event or activity being held at the Hall does not unduly impact on adjoining residents and the local community, for example excessive noise and/or privacy.

Hirers that use music as part of their activity (such as physical activity classes) must have doors and windows closed to minimise noise interference with adjoining residents.

Booking times must be strictly adhered to.

Other specific conditions of use may be implemented as required.

Failure to comply with any official request to reduce noise will result in immediate cessation of the Hire.

5.5. Children and Young People

All children (0-11 years old) and young people (12-17 years old) attending the facility are the responsibility of the Hirer / parent(s) / guardian(s) and/or appointed carers and must be supervised for the duration of the booking.

5.6. Setting up & Packing Down

Pullenvale Progress Association Inc. – Conditions of Hire

Hire's booking duration is deemed by the PPA to include time for setting up and packing down.

The PPA at its discretion may allow a Hirer to set up early and / or pack down later on request. This may be subject to additional fees.

5.7. Closure Procedure

Unless specifically advised otherwise, at the conclusion of Hire the Hirer must ensure that Schedule 2 – Closure Procedure and Cleaning Requirements is followed.

Failure to follow these procedures may incur additional fees to be charged to the Hirer and deducted from the Security Bond.

5.8. Cleaning

Hirers are required to leave the Hall in a clean state at the conclusion of their booking as described in Schedule 2 – Closure Procedure and Cleaning Requirements.

Failure to comply with Schedule 2 may result in additional costs to the Hirer, to be deducted from the Security Bond.

5.9. Reception and Custody of Hall Chattels

All equipment provided to the Hirer must be returned at the conclusion of Hire. Items missing, lost or damaged will be charged to the Hirer at current replacement valuation.

5.10. Removal of Hirers Chattels

The Hirer will remove from the Hall all the scenery, curtains, properties, goods and effects of the Hirer immediately after each event / performance / activity and within the booked time.

Any Hirer not complying with this requirement will be liable for additional charges in respect of a further period of Hire at the scheduled rates and/or cost incurred by the PPA in their removal / disposal.

5.11. Access & Egress

At no time shall a Hirer block access to the Hall, the footpath adjacent to the Hall or roads directly outside the Hall.

5.12. Temporary Fixtures and Decoration

The floors, walls or any other parts of the facility must not be broken or pierced by nails, screws or other contrivances, nor by any writing, printing, painting or other decorations made on the walls.

5.13. Floor Surfaces and Grounds

No substance is to be placed on any floor that may alter the surface.

Furniture and equipment must be carried and not dragged.

Chewing gum is not permitted in any part of the Hall.

Any broken glass must be properly collected and removed.

Confetti may only be used if the biodegradable type but must be removed by the Hirer following the event.

Vehicles are not to be driven onto the grounds after periods of heavy rain.

Fire pits and / or any open flame is not permitted within the grounds.

5.14. Advertising

Any signs on the public road must be minimal, temporary and removed immediately at the end of the agreed period of hire

5.15. Catering and Food Preparation

All activities involving food handling and/or preparation must comply with the *Food Act 2006*.

All licensable food businesses must hold and display a current Food Licence under the *Food Act 2006*. Both licensable and non-licensable food businesses (including not-for-profit activities) must comply with food safety requirements under the *Food Act 2006* and the Food Safety Standards.

5.16. Smoking

Smoking is not permitted inside the Hall building, in the toilets, in the Hall entrance at any time.

5.17. Animals

The Hirer is responsible for ensuring that any pets brought to the Hall are on a leash and under the control of their owner.

Horses or other large animals are not permitted on the grounds unless specifically approved by the PPA.

The Hirer is responsible for ensuring that any mess caused or created by animals brought on the Hall grounds during the Hire is cleaned / removed.

5.18. Traffic & Parking

Hirers are responsible for their attendees, customers, contractors etc complying with these conditions.

For events with attendances greater than the amount listed in Schedule 1 – Traffic Marshall Threshold the hirer must provide a Traffic Marshall.

Parking is at attendees' own risk, must comply with the relevant Transport and Main Roads Road Rules and is strictly prohibited in the areas as below.

- The driveway of the private residence directly to the south of the Hall
- The access gate of the property directly to the north of the hall
- The grassed area at the corner of Pullenvale Rd and Grandview Rd to the south – east of the Hall
- The zone within 22m in any direction of the corner of Pullenvale Rd and Grandview Rd.

Note that paved parking areas are limited. There is one disability parking space reserved directly outside the Hall gate.

At no time should Hirers allow Grandview Rd and/or Pullenvale Rd to be blocked.

Vehicular access to the grounds is via the marked Gate only, and vehicles are only allowed to the North side of the Hall.

5.19. Gardens & Grounds

The following areas are strictly out of bounds to Hirers unless specifically agreed otherwise by the PPA:

- the area directly surrounding the Caravan located at the south boundary of the Hall
- the entire area under the Hall
- the storage Shed located to the north of the Hall
- the gardens

The piano located inside the Hall is not to be moved unless specifically agreed otherwise by the PPA. Additional fees for re-tuning may be charged.

5.20. Use of WiFi

Use of the WiFi is subject to the general restrictions outlined below:

- WiFi service provided "as is": WiFi provides access to the Internet on an "as is" basis with all risks inherent in such access. The PPA make no warranty that the WiFi or that any information, software, or other material accessible on the WiFi is free of viruses, worms, trojan horses or other harmful components. By connecting, the Hirer acknowledges and accepts the risks associated with public access to the Internet and public use of an unsecured wireless network. No technical support will be provided to users of the WiFi.
- WiFi service provided "as available": WiFi is provided on an "as available" basis without warranties of any kind, either expressed or implied, that the WiFi will be unrestricted full internet access, uninterrupted or error-free, including but not limited to vagaries of weather, disruption of service, acts of God, warranties

of title, non-infringement, nor implied warranties of merchantability or fitness for a particular purpose. No advice or information given by the providers, affiliates, or contractors of the service or their respective employees shall create such a warranty.

- Under no circumstances shall the PPA be liable for any direct, indirect, incidental, special, punitive or consequential damages that result in any way from user's use of or inability to use the WiFi or to access the Internet or any part thereof, or user's reliance on or use of information, services or merchandise provided on or through the WiFi, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance. Further, you agree that the PPA is not liable for any interception or transmissions, computer worms or viruses, loss of data, file corruption, hacking or damage to your computer or other devices that result from the transmission or download of information or materials through the WiFi service provided.

By agreeing to these Term and Conditions, you acknowledge and agree that your use of the WiFi service is solely at your own risk, and that you agree to abide by the WiFi terms and conditions in this clause and provide the indemnity to the PPA in this clause.

5.21. Use of Utilities

Use of water, electricity at the Hall is on a reasonable use basis.

Should the PPA determine that the Hirer has been an excessive user of water and / or electricity the PPA reserve the right to charge the Hirer an additional fee.

5.22. Sustainability

The PPA believes that we all have a responsibility to operate in a sustainable manner to benefit the community and the overall environment.

The PPA encourages all Hirers to minimise waste during their hires in terms of water, energy, waste and single use items including plastic water bottles, plates and cutlery.

5.23. Lost Property

All articles found in any part of the Hall shall be retained until property is claimed and/or restored to the owner on production of satisfactory proof of ownership or for a period as stated in Schedule 1 – Retention of Lost Property.

5.24. Storage

Hirers with a Regular Booking may apply for use of storage space in the Hall for their equipment. Any application is determined on availability of space and is granted on a best

endeavours basis at the sole discretion of the PPA. If approval is granted it is a condition that any equipment is stored and maintained in a tidy manner and that it does not constitute any fire or safety hazard.

No storage of dangerous or hazardous goods are allowed at any time.

Storage of any equipment is at the risk and cost of the owner of the equipment.

Storage areas will be inspected regularly, storage must not exceed the designated area. Storage areas will be reviewed annually and cannot be guaranteed to be available on a continuous basis.

If the equipment is not stored or general good housekeeping is not maintained in an appropriate manner this arrangement may be revoked or equipment removed and disposed of by the PPA.

The PPA's insurance does not cover for any loss or damage.

The removal of the equipment from site for PPA events will be adhered to by the Hirer and at the sole discretion of the PPA.

Use of storage areas may incur additional fees.

6. General Conditions

6.1. Entering the Hall / Grounds

The Hirer will permit the PPA or any other authorised person, servant or agent of the PPA at any time and from time to time to enter the Hall or any part thereof.

6.2. Use of Hall

The Hirer shall ensure that the Hall is used in a proper, orderly and lawful manner and will not permit or suffer any riotous, disorderly or improper conduct in the Hall, nor permit or suffer any person who is affected by liquor or guilty of riotous, disorderly or improper conduct to be or remain in the Hall, nor permit or suffer to be done in or about the Hall any act, matter or thing which may injure, or tend to injure the reputation of the PPA, or cause a nuisance or annoyance to others.

The Hirer is responsible for ensuring the numbers of persons does not exceed the Hall capacity which is limited to 300 persons.

The Hirer is responsible for the behaviour of the persons using the Hall whatever their capacity. This includes ensuring that persons leaving the Hall do so in an orderly manner without causing nuisance or annoyance to other community members.

The Hirer is required to ensure that any activity conducted at the Hall does not pollute the environment or be contrary to legislative requirements in regard to the environment.

The Hirer shall have exclusive use of the Hall and Grounds for the duration of their Hire, unless stated otherwise in the applicable rates in Appendix A – Schedule of Rates.

6.3. Service Instructions

The Hirer shall not hinder or obstruct or permit or suffer to be hindered or obstructed any member of the Queensland Police Service, Queensland Fire and Emergency Services and or Queensland Ambulance Service in the exercise or discharge of their duties at the Hall.

6.4. Copyright

The Hirer must not infringe or breach or permit or suffer to be infringed or breached any copyright performing right or any other protected right in connection with any performance or use of the Hall.

The Hirer by accepting these Conditions of Hire indemnifies the PPA against any action taken against the PPA as a result of any such breach.

6.5. Beverages

The Hirer must ensure that any alcohol sold at the Hall complies with clause 13 of the Liquor Act 1992 as amended from time to time and as broadly set out below:

The Act does not apply to a sale of liquor by an eligible entity at a fundraising event if—

(a) all the net proceeds from the sale of liquor will be used for the benefit of the community; and

(b) the sale of liquor is ancillary to the fundraising event; and

(c) the liquor is sold between 7a.m. and midnight; and
(d) for a fundraising event other than a small regional show—the liquor is sold during a period not exceeding a total of 8 hours; and

(e) the liquor is sold in open containers for consumption at the event; and

(f) the liquor is sold by an adult; and

(g) the eligible entity ensures the sale of liquor does not create an unsafe environment at the event.

Among other restrictions listed in the Act, the reference to an *eligible entity* means a non-profit entity.

6.6. Firearms, Naked Flames, Smoke Machines and Explosive Substances

The Hirer shall not bring nor permit any firearms, fireworks, explosives or flammable liquids of whatsoever kind or nature to be brought into or used in or at the Hall and shall not use or permit to be used naked flames (including table candles) in any part of the Hall and shall not allow or permit any act or performance in the Hall which could cause injury to any person or persons.

7. Risk Management

7.1. Damage or Loss

The Hirer shall be held responsible for and be required to make good any loss or damage howsoever caused to the Hall, the surrounding property, gardens, furniture, appliances or apparatus occurring during the period of Hire.

The Hirer shall be responsible for any cost of damage or loss for which it is legally liable, sustained by any person or persons using the Hall during the period of Hire, notwithstanding that it arose from or by reason of any defect in the furniture, fittings or other accessories of any kind whatsoever or otherwise.

A confirmed booking shall be deemed to indemnify the PPA against all claims and demands made, or costs or expenses incurred in connection therewith.

The PPA shall not be held responsible in any way for any damage to or loss of any property placed in the Hall by the Hirer nor for any loss occasioned by the Hirer through failure of the electricity or other plant by any unavoidable cause.

This clause does not apply to damage or loss caused by the negligence of the PPA, its contractors or agents.

7.2. Insurance

It is the responsibility of the Hirer to arrange Public Risk / Third Party Liability Insurance Cover Policy to the levels and conditions as stated in Schedule 1 – Insurance Requirements for the duration of the Hire.

All persons attending the Hall for the event / activity are the responsibility of the Hirer.

7.3. Accident, Injury or Incident

Any accidents, injuries and incidents must be reported to the PPA within 24 hours of the event occurring.

Any accident, injury and incident that results in a person being taken to hospital must be reported as soon as is practicable to the PPA.

The Hirer is required to:

- Ensure all spillages on floors are mopped and cleaned to prevent any slippages or potential incidents
- Familiarise themselves in regard to any safety requirements or instructions and to ensure patrons using the Hall adhere to safe practices and comply with any specific safety requirements for the Hall.

For safety reasons children are not permitted in the Hall kitchen.

7.4. Fire Safety Regulations

All Hirers are to comply with the fire safety regulations as listed in Schedule 1 – Fire Safety Regulations. A summary of key compliance requirements include:

- Evacuation routes are not to be obstructed, including the final exit to the Hall
- Any door along an evacuation route is not to be locked during use of the Hall
- The number of persons at the Hall are not to exceed the approved maximum number. The number of persons permitted is limited to 300.
- Where fire extinguishers and or fire hose reels are installed at the Hall, access must remain clear and free from any obstruction. Deliberate misuse of any fire service equipment will result in the forfeit of bond and may attract a penalty

8. Indemnity

The Hirer agrees that:

The use and occupation of the Hall is at the risk of the Hirer and the Hirer releases the PPA, its officers, servants, agents and contractors from all actions, claims and demands of every kind resulting from:

- (i) any accident, loss damage or injury to any person or property occurring at the Hall whilst occupied or used by the Hirer or by any property servant or agent of the Hirer; except where the actions, claim or demand is a result of the negligence or omissions of the PPA, its contractors or agents;
- (ii) any loss or damage suffered by any person or persons arising out of the exercise by the PPA and its Officer(s), servants or agents of any right or discretion pursuant to these Conditions of Hire; except where the actions, claim or demand is a result of the negligence or omissions of the PPA, its employees, contractors or agents; and
- (iii) any accident, loss, damage or injury to any person or property arising out of the use of the equipment provided by the Hall pursuant to these Conditions of Hire, except where the action, claim or demand is a result of the negligence or omissions of the PPA, its employees, contractors or agents.

The Hirer will indemnify the PPA from and against all actions, claims and demands of every kind which the PPA or its Officer(s), servants, agents and contractors shall or may be liable for in respect of or arising from any accident, loss, damage or injury to person or property by reason of anything done or omitted by the Hirer or their servant or agent for which the Hirer is legally liable.

9. Disputes

In the event of any dispute or difference arising as to the interpretation of these Conditions of Hire or as to any matter or thing therein contained or as to the meaning of any of the terms and conditions, the decision of the PPA acting reasonably thereof shall be final and conclusive.

Signed on behalf of the Hirer:

If a Company:

Company Name:

ABN:

If an Individual:

Name:

Home Address:

Name:

Position:

Date:

Schedule 1 – Defined Terms

Item	Value
'Deposit' referred to in clause 1.1	25% of the applicable Hire Fee
'Hours of Use' referred to in clause 2.3	08:00 to 23:00 daily
'Booking Confirmation Notice' referred to in clause 2.5	four (4) weeks prior to the requested booking date;
'Security Bond Refund Time' referred to in clause 2.9	20 Business Days from the last day of the Hire Period
'Interior Noise Limits' referred to in clause 5.3	<ul style="list-style-type: none"> • 7am to 10pm – 115 dBc • 10pm to 11pm – 86 dBc • 11pm to 7am - no audible noise
'Exterior Noise Limits' referred to in clause 5.3	<ul style="list-style-type: none"> • 7am to 10pm – 90 dBc • 10pm to 11pm – 70 dBc • 11pm to 7am - no audible noise
'Traffic Marshall Threshold' referred to in clause 5.18	50 persons
'Retention of Lost Property' referred to in clause 5.23	3 Months
'Insurance Requirements' referred to in clause 7.2	\$10 million
'Fire Safety Regulations' referred to in clause 7.4	Queensland Building Fire Safety Regulation 2008.

Schedule 2 – Closure Procedure and Cleaning Requirements

At the conclusion of the Hire the Hirer must ensure:

- All taps are turned to off position;
- All lights (including those in toilets and kitchens), fans etc are turned off;
- All Appliances are turned off and unplugged (excluding fridges);
- Audio Visual cabinet is locked, and key returned to the kitchen. AV Screen is retracted, Projector is turned off.
- All doors and windows are closed properly and locked, including the interior door to the kitchen;
- All externally hired equipment is removed by the end of the hire period;
- Any breakages or Hall equipment / facilities that are not working are reported to the PPA;

The following defines the MINIMUM requirements for cleaning at the end of a Hire:

- All garbage is to be bagged and removed from the Hall. Onsite Council bins are for the use of the Hall only and not to be used by the Hirers.
- All equipment is to be returned to designated areas.
- Tables and chairs are to be cleaned and stored as found.
- Cleaning of the dance floor if required must only be done with vinegar and warm water (i.e., Two (2) tablespoons of white vinegar in a bucket of warm water)
- Kitchen benches wiped down, dishwasher empty and door left ajar, kitchen bin emptied, all food or beverage remove from the fridge.
- The facility is to be left presentable for the following Hirer including the sweeping / vacuuming of floors and mopping of any spillages or excessive soil and leaves during wet weather.

NOTE: Negotiations with and organisation of commercial cleaning services are the responsibility of the Hirer. All cleaning must be completed within the Hire period.

Appendix A – Schedule of Rates

Hire Rates

Rate	Type	Description	Fee	Security Bond
A	Weddings / Functions Hall & Grounds	Includes exclusive use of Hall and Grounds from 1pm the day before, until midday the day after.	\$2,200	\$750
B	Day Hire – Fri/Sat/Sun Hall & Grounds	Includes exclusive use of Hall and Grounds from 8am to 10pm Sat/Sun (Fri on request)	\$900	\$500
C	Hourly Hire – Fri/Sat/Sun Hall Only	Includes exclusive use of the Hall between 8am and 10pm as a morning (8am to 1pm) or an afternoon (1pm – 6pm). Minimum booking 3 hours, maximum booking 5 hours.	\$60/hour	\$100
D	Day Hire Grounds Only	Includes non-exclusive use of Grounds between 8am and 6pm	\$400	\$100
E	Hourly Hire – Fri/Sat/Sun Grounds Only	Includes non-exclusive use of Grounds between 8am and 6pm, morning (8am to 1pm) or an afternoon (1pm – 6pm). Minimum booking 3 hours, maximum booking 5 hours.	\$30/hour	\$100
F	Day Hire – Mon to Thurs Hall Only	Includes exclusive use of Hall from 1pm to 10pm	\$400	\$100
G	Hourly Hire – Mon to Thurs Hall Only	Includes exclusive use of the Hall between 8am and 10pm. Minimum booking 3 hours, max booking 5 hours.	\$30/hour	\$100

Rate	Type	Description	Fee
1	Hall Cleaning Fee	Cleaning Fee should Hirer not comply with Schedule 2 – Closure Procedure and Cleaning Requirements	\$250
2	Key Deposit Fee	Fee for Lost Keys provided to Hirer	\$75 + Cost of New Locks and Keys
3	Waste Removal Fee	Fee for excess waste removal should Hirer not remove all waste produced by their Hire.	\$150
4	Excess Electricity Consumption Fee	Fee for excess electricity consumption should Hirer not comply with Schedule 2 – Closure Procedure and Cleaning Requirements	Market Rate
5	Excess Water Consumption Fee	Fee for excess water consumption should Hirer not comply with Schedule 2 – Closure Procedure and Cleaning Requirements	Market Rate

Any repairs required due to damage caused by a Hirer will be carried out by a PPA approved and directed contractor and the costs recharged to the Hirer.

Appendix B – Equipment Provided

Item	Qty	Type	Description	Condition
A	1	Audio Visual System	System consisting of AV Cabinet, overhead projector, retractable screen, DVD player, TV tuner, Microphone and Amplifiers. Remotes for each.	As New
B	10	Trestle Tables	2.5m long PVC trestle tables	As New
C	100	Plastic Chairs	Heavy Duty Polypropylene Chair	As New
D	100	Crockery Settings	Includes Dinner Plates, Side Plates, Bowls, Red Wine, White Wine, Champagne and Water Glasses.	As New

Note that numbers of stock held are approximate are best endeavours are made to ensure there are at least 100 items available. Equipment is provided ‘as is’. All risk of use remains with the Hirer.