

## **FAQs for Hall Hire**

### **How much does it Cost?**

Hall Hire Fee: Up to a maximum of \$500 depending on the type of function.

Deposit: \$200 to secure booking

Refundable Deposit / Bond: \$500 (may be increased at the discretion of club)

Damage: minor damage will be taken from deposit, major damage from hirer's insurance

### **What facilities does the Club have?**

Floor Area: approx 150 sq meters excluding deck. Floor type: Polished wood.

Chairs and type: plastic chairs for 100 people. Size tables: roughly 2 X 1 metre, enough to seat 70 people and buffet. Toilets: recently re-furbished. Hooks and wooden board in ceiling for decorations

### **What does the Kitchen have?**

Utensils: enough cutlery and crockery for 100 people (NB: if you use the utensils and crockery bring your own tea towels). There are NO wine glasses. Facilities: servery window and preparation table. Freezer: limited freezer space. Fridge: large 2 doors. Stoves: 2 upright plus Microwave. Urn & Jug: electric Pie warmer. Matching white crockery available for hire up to 100 guests at \$1.50 per setting which includes dinner plate, side plate & dessert bowl (plate only \$0.50).

### **What is the Hire Process?**

Step 1: check calendar availability and make an enquiry

Step 2: fill in application form, scan and email back (or post)

Step 3: pay deposit (online xfer) to secure the booking. Pick up keys: arrange key collection and pay remainder of hall hire fee and refundable Bond

### **Do I need Insurance?**

What you need to know: must have liability insurance minimum \$2,000,000  
What you need to do: check with your insurance company or take out Event Insurance, photocopy and attach to application

A couple of companies that provide Event Liability Insurance:

Functions: JUA 1800 252 263

Weddings: <http://www.ourweddinginsurance.com.au>

Damage: all damage which is more than normal wear and tear is the hirer's responsibility and will be deducted from the bond.

### **Do I have to Clean up?**

Bathrooms: floors swept, washed with hot water and detergent and scrubbed with deck brushes provided. Wooden floor: mopped and any sticky residue and rubbish removed. Kitchen: stoves, ovens clean and floors mopped. Rubbish: removed and taken away by hirer. Grounds left tidy with no cigarette butts and empty drink bottles

### **What happens when Completed?**

Vacate by: 10.00am next day, unless otherwise arranged

Inspection: done by club member on collection of keys