

Burra Community Development Programme Inc.
Burra Town Hall – Conditions of Hire – Casual Hirers
Main Hall and Ancillary Rooms

1. Access within the Hall is to be restricted to those areas described within the attached letter of confirmation.
2. Children are to be kept off the stage and upper balcony at all times, except under the supervision of an adult.
3. The piano must not be moved or used without prior permission,
4. All areas within the Hall are strictly NON-SMOKING. Ash trays are provided on the front porch area.
5. No portable cooking apparatus is to be used within the building other than for the purpose of re-heating food. N.B. Deep frying equipment is NOT acceptable.
6. You (the hirer) shall comply with and give all notices required by an Act of Parliament, Ordinance, regulation and by-law relating to the activity.
7. EXIT doors shall not be obstructed in any way whatsoever.
8. **If required, it is your responsibility to obtain the correct liquor license and advise the local police of the event.**
9. Casual hirers may be provided with Public Liability insurance cover by the Regional Council of Goyder. Specific application to the Regional Council of Goyder, through the Burra Community Development Programme Inc. committee, must be made at least 14 days prior to the event on a form available from us. However the safety of users and the public is the hirer's responsibility
10. The hirer will be met at the commencement of the hire period by a person authorised by the committee who will show the hirer the facilities offered and provide an access key.
11. The period of hire shall be as described in the attached confirmation letter. The premises **shall be vacated by the end of the hire period** and all hirer's goods and chattels shall be removed by that time unless otherwise arranged. Failure to do so will incur an additional charge, deductible from any bond money, based on the daily or partial daily rate dependant upon the period of over-run.
12. **The hirer shall ensure that the Town Hall is left in a clean and tidy condition.** This includes:
 - Washing up and returning to the correct place, any items used from the kitchen area.
 - Sweeping floors, including washing the kitchen floor if that area was used.
 - Disposal of all rubbish to the outside bins (if you fill the bins, it is your responsibility to remove any extra rubbish from the premises).
 - Replacing all furniture to its original position.
 - Checking that all toilets are left in a clean and tidy state.
 - Checking that all cigarette butts have been placed in the ash trays provided outside and that they are emptied prior to departure.

Failure to ensure that the Hall is left in a clean and tidy condition or premises not left as they were found will mean automatic forfeiture of any bond money.
13. All electric lights, fans, heaters air-conditioner and kitchen appliances must be switched off on vacating the building.
14. All doors and windows must be locked on vacating the building.
15. Should the premises be vacated at any time during the period of hire it is the responsibility of the hirer to ensure that clauses 12 and 13 above are observed.
16. At the conclusion of the hire period, the premises will be inspected by a person authorised by the committee and all keys issued are to be returned. Alternative arrangements may be made with the committee if necessary.
17. This agreement to hire may be revoked by the Burra Community Development Programme Inc. committee if the hirer fails to comply with any condition of this agreement or may be revoked in any other justifiable circumstances.

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