Burra Community Development Programme Inc.
Burra Town Hall – Conditions of Hire/Hire Agreement
Supper Room / Civic Room / CWA Room

We are delighted to welcome you to Historic Burra and in particular, thank you for choosing the Burra Town Hall for your function.

Confirmation of Booking

To confirm your booking we will require your bond and hire fee to be paid and returned together with this completed and signed form before the event unless otherwise arranged.

Conditions of Hire

1. 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.
2. If required, it is your responsibility to obtain the correct liquor license and advise the police of the event.
3. Access within the Hall is to be restricted to those areas for which this hire agreement is issued.
4. No portable cooking apparatus is to be used within the Hall other than for the purpose of re-heating food. N.B. Deep frying equipment is NOT acceptable.
5. All areas within the Hall are strictly NON-SMOKING. Ash trays are provided on the front porch area.
6. The premises **shall be vacated at the conclusion of the period of hire** 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 the bond, based on the daily or partial daily rate dependant upon the period of over-run.
7. **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.
   - 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 the bond
8. All electric lights, fans, heaters air-conditioner and kitchen appliances must be switched off on vacating the Hall.
9. All doors and windows must be locked on vacating the Hall.
10. The hirer is responsible for collecting the keys from Burra Visitor Centre prior to their function. All keys to the Hall issued under this agreement are to be returned to the Centre at the end of the period of hire, or the following working day. Alternative arrangements may be made with the committee if necessary.
11. The hirer agrees to pay a hiring fee of $ ..... and a Bond of $ …….. upon application.
12. 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.
13. For regular hirers this agreement for hire of the Town Hall will not come into operation until proof of the appropriate Public Liability insurance has been provided and a copy of the Conditions of Hire document,signed by the Burra Community Development Programme Inc or by its authorised agents, has been returned to you. (Refer note *).
14. Casual hirers are provided with public liability insurance cover by the Regional Council of Goyder. Specific application to the Regional Council of Goyder must be made at least 10 days prior to the event on a form available from us. However the safety of users and the public is the hirer's responsibility.

Refund of Bond

To receive your bond back it will be necessary for you to apply to us in writing. Your bond will be refunded if all the conditions set out above are adhered to. **If we do not receive a request for your bond to be returned within one month of your function we will accept this gratefully as a donation towards maintaining the Hall.**

Note *

For a regular booking of any part of the Hall (i.e. non casual hirer) –

(a) You need to take out and keep current a Public Liability risk insurance policy ** in the name of the hirer insuring the hirer for the minimum sum of twenty million dollars ($20,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be bought or made or claimed against the hire in relation to the activity for which the agreement is issued.

(b) The hirer must provide confirmation of insurance, by means of a Certificate of Currency from the Insurer, to the Burra Community Development Programme Inc.

I / We, the hirer, have read, accept and agree to be bound by the above conditions.

Signed for and on behalf of the Hirer

Name _____

Position _____

Signature _____

Date _____

Facilities

Please advise us of your preferred date for the instructional tour relating to the equipment and facilities of which you have requested the use.		
Requested date for instructional tour:		
Instructional Tour conducted: Signed: _____ Date: / / Signed: _____ Date: / / (Burra Community Dev. Prog. Inc.) (Hirer)		

Application approved

Signed for an on behalf of the Burra Community Development Programme Inc.

Name _____

Position _____

Signature _____

Date _____

Office use only

Public liability Insurance ** sighted: Yes/No	Fee paid: $ Bond paid: $ Key deposit ($10) Paid [ ]	
Post event check of Hall conducted: [ ]	Key deposit refunded: Yes/No	Bond refunded: Yes/No
Reason for non-refund of bond:		