

**Piggabeen and Cobaki Community  
Association Incorporated**

**ABN 93 311 463 688**

**Piggabeen Hall Hire**

**Terms and Conditions of Use**

**&**

**Application Form**

**PIGGABEEN HALL**

**525 Piggabeen Road**

**Piggabeen**

**NSW 2486**

**Signing the Application for the Hire of the Hall constitutes agreement to the Terms and Conditions of Hire as outlined below. Payment by any person of any sum by way of rental of the Hall is also deemed to be an acknowledgment and acceptance of these rules.**

**Version Control**

<b>#</b>	<b>Date</b>	<b>Description</b>
Version 0	27 January 2022	V 0 Initial document establishment
Version 1	14 February 2022	V 1 Amended hire rates, bonfire conditions

## **The Hall**

The Piggabeen Hall is available for functions, meetings, classes, weddings and events. Eighteenth and twenty first birthdays will be considered on application, and will be subject to strict conditions.

The Hall is managed by the Piggabeen & Cobaki Community Association Incorporated (Committee). They can be contacted on 0439 613 414 or [booking@piggabeencobaki.com.au](mailto:booking@piggabeencobaki.com.au)

## **Booking Procedure**

- An Application to Hire the Hall can be made in writing on the Application for Hire form attached to this document and signed by the person responsible for payment of fees and any other relevant charges.
- Reservations and bookings can be viewed on the calendar of the official Association website. Reservations will be held for 48 hours after initial enquiry.
- Bookings will be secured once the full Hire Fee and Security Bond are paid. Separate deposits for the Hire Fee and Security Bond are required.

## **Operating Hours**

The Hall is available for hire 7 days per week between the hours of 8am and 12.00 pm. Music and noise are limited as follows:

- Friday and Saturday: All music and noise ceasing by 11.30 pm.
- Sunday to Thursday and Public Holidays: All music and noise ceasing by 9.30 pm.

The Hall is available for inspection with the Booking Officer prior to the booking date.

## **Public Liability and Liability of Hirer**

The Committee shall not be responsible for the injury, loss or damage to the person or property of the Hirer, or any person in their employ or under their direction, or any person attending any function organised by the Hirer of the Hall.

It is strongly recommended that an appropriate risk management plan and public liability insurance cover are in place.

**Note:** If the Hirer's event is held to earn income, including but not limited to the charging of fees, selling goods, etc. the Hirer is required to have their own public liability insurance. A copy of your Certificate of Currency must be provided to the Booking Officer before your booking can be confirmed.

It is the Hirer's responsibility to ensure compliance with all NSW legislation including but not limited to the Responsible Service of Alcohol and the Gaming and Liquor Administration Act (NSW).

## **Right of Refusal**

The Committee reserves the right in its absolute discretion to refuse or to accept any application for Hall hire. The Committee reserves the right to cancel any engagement already made due to extenuating circumstance beyond their control, and in such circumstances the Committee shall not be liable in any way for any loss or damage.

## **Disputes**

In the event of a dispute or difference arising as to the interpretation of the agreement or as to any of the terms and conditions contained therein, the decision of the Committee shall be final.

## **Cancellation of Hire**

For bookings cancelled 14 days before the event, 75% of the booking fee will be refunded.

Bookings cancelled within 14 days of the event are non-refundable.

In both instances, the bond will be fully refunded.

## **Maintaining Order**

The Hall has neighbours living nearby. Respect for these residents is required and excessive noise must be limited.

## **Parking**

Parking is available on the grass area adjacent to the Hall.

## **Facilities**

Included in the Booking Fee, the Hall offers:

- Trestle tables (10)
- Chairs (65)
- Microwave
- Kettle
- Urn - breakage replacement is \$300
- Fridge.

Please note

- No crockery or cutlery is supplied.
- Drinking water and all other food or drink items required are to be provided by the Hirer.

Toilets are available.

## **Cleaning Cupboard**

It is the responsibility of the Hirer to ensure the cupboard under the sink containing the cleaning chemicals remains locked until required.

## **Decorations**

The hanging of streamers, flags, bunting, lights or other decorations is acceptable. No nails, tacks, screws, etc. are to be placed in the walls, floors, furniture or fittings of the Hall.

All decorations including tape are to be removed from the Hall after use, and the Hirer is responsible for the disposal of all waste and unused materials. These are to be placed in the appropriate bins outside the hall. The **red bin is for landfill** and the **yellow bin is for approved recycling**. One red and one yellow bin is provided for each hire.

The hall is to be left clean and tidy by 10am on the day following the Event, and returned to its original hire condition.

All goods, property or materials brought in by the Hirer or any persons on their behalf must be removed no later than the expiration of the booking unless special arrangements have been made.

## **Objectionable Items**

The use of confetti, chewing gum, fireworks, candles and sawdust is prohibited. Helium balloons are prohibited in the Tweed Shire.

## **Smoking**

Smoking is prohibited inside the Hall as per Section 6A of the Smoke Free Environment Act 2000 and not allowed within 4 metres of an entrance or exit from the Hall. Hirers are to collect and dispose of discarded butts left outside.

## **Security Cameras**

Security Cameras monitor the Piggabeen Hall 24/7.

## **Bonfires**

Fire permits are to be obtained in advance from <https://www.rfs.nsw.gov.au/fire-information/fire-permits>

The Hirer will be required to nominate a Fire Warden to monitor the fire throughout the night and ensure it is extinguished at the close of the Event.

## **Official Hall Cleaning Option**

The Association offers a cleaning service for a fee. This service is for cleaning only- not stacking tables, rubbish removal etc. Please enquire at the time of booking.

## Vacating the Hall

Upon completion of your event, the Hirer is responsible for:

- Wiping and packing away tables and chairs, and stacking them at the rear of the Hall
- Emptying internal bins and replacing bin liners.
- Placing all food scraps and general waste in the **red bin**. Recyclables are to go in the **yellow bin**. No waste items are to be left on the ground next to the bins. It is the responsibility of the Hirer to dispose of any excess waste elsewhere.
- Sweeping and mopping the Hall and toilet floors, unless you have arranged and paid for the **Official Hall Cleaning Option** described above.
- Removing all items from the fridge at the completion of the hire and wiping out fridge. Ensure the fridge is left on.
- Leaving all surfaces wiped down and clean (cloths and detergent under sink).
- Washing, drying and putting away any items used.
- Ensuring all windows are closed and latched.
- Turning off all internal and external lights.
- Closing up and locking all entry points including the toilets.
- Returning keys to the Key Safe or Booking Officer as agreed.

Please be mindful that other bookings may occur the day following your event.

## Bond

A Security Deposit (Bond) is required to compensate against the cost of additional cleaning or breakages which may have occurred in the Hall whilst under your Hire. The return of your bond will be impacted if the Hall is not returned in its original condition.

Provided all the conditions under Vacating the Hall have been met, the bond is fully refundable and will be refunded by direct deposit within 72 hours after satisfactory inspection of the Hall.

## Hall Hire Rates

The following Hall hire rates apply. Association members enjoy a 10% discount on evening hall hire rates and a reduced security bond.

Hall Hire	Hire Fee		Security Bond	
	Members	Non-members	Members	Non-members
<b>Hourly rate</b> (Min 2 hrs) Available 8 am -2pm	\$ 15 per hour	\$ 15 per hour	\$ 100	\$ 200
<b>24 hour rate</b> 10 am – 10am	\$ 225	\$ 250	\$ 300	\$ 500
<b>Evening rate</b> 3pm – 12 pm	\$ 180	\$ 200	\$ 300	\$ 500
<b>18th &amp; 21st party evening rate**</b> 3pm – 12 pm	\$ 450	\$ 500	\$1,500	\$2,500

\*\* Committee approved security will also be required

# PIGGABEEN HALL

## APPLICATION FOR HIRE

Applicant:.....  
Organisation name (if applicable):.....  
Association Member: Yes/No  
Phone No:.....Email Address:.....  
Address:.....  
Date of Hire:.....Time from:.....Time to:.....  
Name of event:.....  
Estimated number attending event:.....

### Disclaimer

I have read and agree with this Hall Hire Agreement including the Terms and Conditions of use.  
Confirmation of this application will be made on payment of the full **Hire Fee and Security Bond in two separate payments**. I understand that the booking cannot be confirmed until these fees are paid.

Signature of Hirer.....Date:.....

### Serving or sale of alcohol

If alcohol is to be sold/served at the function, you or another person responsible must have a RSA certificate and the function must be covered by a Liquor licence.

### Public Liability Insurance

You must have your own public liability insurance if your event is held to earn income, eg. Charging entry fees, selling goods, etc. A copy of your Certificate of Currency must be provided to the Booking Officer before your booking can be confirmed.

### Security Bond

A security bond is to be paid as set out in the Terms and Conditions as a direct deposit to the Hall's Bank Account. Provided all the conditions under Vacating the Hall have been met, the bond is fully refundable and will be refunded by direct deposit within 72 hours after satisfactory inspection of the Hall.

Your bank details for refund of bond

BSB No.....Account No.....

Account Name.....

Please sign and return this form only by mail or email to the Booking Officer

#### PHYSICAL ADDRESS

Piggabeen Hall  
525 Piggabeen Road  
NSW 2486

#### BANK DETAILS:

PIGGABEEN & COBAKI PROGRESS ASSOCIATION  
BSB: 124-063  
ACCOUNT: 23370471  
Please include your name as a reference

Booking Contact Officer: Kellie Thompson on 0439 613 414, email [booking@piggabeencobaki.com.au](mailto:booking@piggabeencobaki.com.au)