

# NEWRYBAR HALL HIRE

## Terms + Conditions

**Hire fees** are quoted on type of event proposed upon application.

**To secure your booking, a 50% deposit of the booking fee is required.**

Receipt of that payment acknowledges your acceptance of these terms and conditions.

The balance of those fees are payable **30 days prior to your event.**

The **booking period** is from when you are given the key to enter the hall to when you vacate the hall after having cleaned up and returned the key. You will be contacted by a member of the hall committee to arrange keys and entry to the hall. There is a joint hall inspection on entry and exit.

**A bond is applicable to all bookings** and will be refunded upon inspection of the hall post hall hire and returned to you via the credit card details provided on booking.

**If your event is income-producing,** we require that you provide us with evidence of your **PUBLIC LIABILITY INSURANCE** with a minimum coverage of **\$20 MILLION.** This is also required for any outsourced services, caterers, musicians etc.

**Tables and chairs are included in the hire fee.**

We do not supply crockery or cutlery or glassware.

**All rubbish must be removed off-site by the hirer.**

If this is not done a rubbish removal fee of a minimum \$50 will be deducted from your bond. The hirer is responsible for the security of the hall and the contents during the booking period. It is the hirer's responsibility to leave the hall clean and ready for re-hire without loss or damage on exit.

**Failure to do so will result in a cleaning contractor being engaged and the fees for the service deducted from your bond.**

If decorating the hall, no screws, nails, thumbtacks or double-sided tape is to be used on any painted surfaces.

**All music must cease by 11 pm.** This is a council requirement.

**Hall must be vacated by midnight.** It is the hirer's responsibility to ensure that hall is secure, locking all windows and doors upon exit.

All lights and fans are to be turned off.