

## Circus Monoxide – Community Hall Hire Agreement

This document sets out the agreement between circus monoxide and the hirer in relation to inclusions and exclusions during the term of the hire. The intention is to provide an understanding of the use of the hall and equipment and the capabilities.

The hall – Circus monoxide maintains a circus training facility at 3/3 Princes Hwy, Fairy Meadow that has the capacity to host community events. The space is divided down the middle. One side is approximately 13x9m and the other is approximately 14x10m. The space is provided with wooden flooring throughout the use area with tumbling mats on top.

The seating and stage – Currently CM has a roll out style seating bank capable of seating 99 patrons and further capacity of matching cushioned seating in front for 34 patrons. People who use this space are not allowed to use this equipment nor the stage lighting. If people want to use the space for performance, they will need to discuss this with us outside of this agreement.

WiFi/Internet – Wifi is available for your use upon request.

Cleaning – The hirer is responsible for a general clean up after usage. The space, inclusive of the toilets and kitchen, is to be left in a tidy condition.

Food – We have a kitchenette, but we have no other food or drink facilities on site.

Liquor – We have no license and there is to be no alcoholic beverages bought, sold or brought into the space during the hire agreement.

Access – Access to the space, and securing it after use, will need to be discussed with circus monoxide prior to use of the space.

Mats and other equipment – CM maintain a number of tumbling mats, juggling props and other equipment. Some of this equipment may be available for use however a prior agreement will need to be made. **This equipment cannot be used without prior consent.**

Parking - We currently have only 8 spaces available for parking. We have an arrangement with the other tenants that we will make sure they have emergency care car parking locations available. All other cars will need to park on Jardine street behind the venue.

Insurance – Generally the public liability insurance is covered by Vennu, however generally the person or group hiring the space is responsible for their own professional indemnity and workers compensation. Any working with children checks are also their responsibility.

Hirers Other responsibilities. The hirer

1. must ensure all activity and events are fully managed and controlled.
2. must ensure that all loose rubbish and water spillage must be removed from all areas immediately.
3. must return keys are issued that must be returned at the conclusion of the event.
4. is responsible for any damage to facility. Where lights and light fittings are damaged a fee of \$250 (two hundred and fifty dollars) is payable for each incident immediately.

Please sign this to acknowledge that you understand these responsibilities and accept that you will abide by them.

Name \_\_\_\_\_

Event Name \_\_\_\_\_

Date \_\_\_\_\_