



Hall Hire Annual Agreement

Updated November 2017

The agreement shall only be binding once both parties have signed the agreement form and only valid for one calendar year.

Business Name & ABN			
Name of Contact			
Address			
Phone No.	Hm:	Bus:	Mob:
Driver's Licence No.			Expiry Date
email			

Section of Club Being Hired (circle one)	Upstairs			Main Hall		Kitchen	
Hiring Day(s)	MON	TUE	WED	THU	FRI	SAT	SUN
Starting Time							
Finishing Time							
Total Hrs/Day							
Rate/Hour							
Total price per term:							

Details of Club Equipment/Apparatus' to be used:

Signature of Club Representative approving equipment			
Hiring Cycle (weekly/fortnightly/yearly)			
Commencement Date		Cessation Date	
Total hrs per hiring cycle		Total Fee per hiring cycle	\$
Key Deposit required	\$20 per key		
Public Liability Sighted	YES / NO	Signature of Club Representative	
Insurance Co.		Policy Number	

Signature of Hirer _____ Date _____

Signature of Club Representative _____ Date _____

Hire Conditions (Must be signed)

1. The hirer must have their own public liability insurance, which must be sighted and signed by the club's representative before use of the club's premises can begin.
2. The hirer will only occupy the allotted space on the premises for the time period shown above.
3. The hirer will not enter the hall at any other time, except to attend other club related activities or activities run by another hall hirer.
4. The key provided is NOT to be given to any other individual at any time and must be returned within 1 week of the conclusion of the Hire period.
5. The kitchen is not to be used by the hirer unless it has been included in the Hire agreement, and specific written permission has been granted and use of the kitchen has been included in the hall hire agreement.
6. The hirer will provide their own First Aid Kit and treatment in the event of any injury to persons who are associated with the hirer's activity.
- 7. The hall must be left in the same state of cleanliness as found at the beginning of the session.**
8. Club equipment is not to be used unless specifically stated above. Usage of equipment will only be allowed, subject to confirmation of accreditation and insurance for usage.
9. The hirer must ensure no footwear and/or inappropriate equipment are used on the sprung floor.
10. The hirer must pay for any damage to club property occurring during the hirer's session.
11. NO SMOKING AND/OR ALCOHOL IS ALLOWED ON THE PREMISES OR ANYWHERE ON THE GROUNDS.
12. On vacating the premise when required to lock up, all lights must be switched off, emergency doors securely locked all windows closed and locked, the front door locked and all gates shut and padlocked.
13. **The Hirer must adhere to the policies and codes of conduct as advertised on the clubs website www.sbagc.com.au**

Contractual Agreement

I the undersigned hirer, as named above agree that I will abide by the conditions of hire, which are set out above and overleaf. I agree that failure to comply with any of the conditions will lead to the cancellation of this agreement, additional charges and/or that the security deposit may not be refunded. I agree that the club may give me two weeks notice that this agreement is to be terminated and that I will give the club two weeks notice that I wish to cancel the agreement. I understand that the club may need to change my allotted time to another time for the purpose of special functions and that I will be given notice of at least twice my hiring period as set out above. I agree to pay the hiring fee either in advance or by instalments at each session.

Signature of Hirer _____ Date _____