



Lake Clifton - Herron Progress & Sporting Association (Inc.)

LAKE CLIFTON HERRON COMMUNITY CENTRE

Conditions for Hiring of Hall and/or Associated Buildings

Priority will be given to booking made by members of the LCHPSA and by organisations based and operating in the Shire of Waroona and the City of Mandurah.

LCHPSA Committee reserves the right

To refuse to let the Community Centre or any portion thereof.

To require the attendance of Security personnel.

To withhold the use of facilities in order to promote the Locality - carnivals, markets and annual events.

Liquor permit

At functions where liquor is to be consumed, it is necessary to obtain a permit from the Shire of Waroona.

Where alcohol is to be sold or a charge made for admission and alcohol supplied, it is the responsibility of the hirer to ensure that the provisions of the Liquor Act are complied with and a licence must be obtained from the Department of Racing Gaming and Liquor.

Period of Hire

The hours of the functions are required to be stated when bookings are made.

Cancellations

Twenty-four hours (24hrs) notice is required for cancellations. Failure to comply will result in full payment being invoiced to the hirer.

The LCHPSA Committee may at any time cancel any agreement for hiring the Community Centre.

Deposit/Bond

This payment shall be made at the time of booking. All other charges will be made prior to use.

The appropriate Deposit /Bond for the hall hire will be refunded by cheque provided the centre is left in acceptable condition. A LCHPSA Committee representative will inspect the Centre before a bond is returned.

Bond return form attached

Keys

All keys required must be collected from the designated representative of the LCHPSA committee on the day of the function or at an arranged time/day that the LCHPSA representative determines with the hirer.

All keys must be deposited at the secure box return on completion of the event.

Cleaning and General Care of the Centre - the following to be carried out on completion of function:

The hall and associated buildings used must be left in an acceptable condition.

General cleaning of kitchen including washing of all utensils and crockery.

Removal of all decorations and all refuse to be deposited in the wheelie bins provided

Ensure all lights and power units are switched off and all doors securely locked at the end of the function.

Key to be deposited in secure box.

The above conditions shall be complied with by 10am, the day following the function. If this is not carried out in the specified time, a cleaning charge may be deducted from the Bond.

Breakages and Damages

The Hirer is responsible for any breakages or damages to council property and the replacement of any missing items, these must be reported to the LCHPSA representative on return of the keys. If the breakages are not reported these will be deducted from the Bond and further charges invoiced to the Hirer.

Light and power

These are located in their respective rooms.

Exit signs are permanently illuminated.

Do not switch off main power.

Air conditioning

Air conditioning must be turned off at the end of the hire period.

Smoking Restrictions

Smoking is not permitted in the Centre. Please use designated areas outside.