

LIONS CLUB of TOOWOOMBA WILSONTON INC.

ABN: 47-958-199-839 N.F.P.



***CONDITIONS OF HIRE OF
NEWTOWN AND LAUREL BANK PARK & GROOM PARK HALLS
by the Lions Club of Toowoomba - Wilsonton Inc.***

Mobile - 0409 874 121

1. NO booking is confirmed until a deposit is paid. The balance is to be paid prior to the function. No exception.
2. Parties may be required to be registered with the Queensland Police Party Safe program as a condition of hall hire by the Hall Committee Chairman, Party Safe registration form to be completed when requested and a copy shown to the Hall Chairman.
3. All hirer's must be over the age of eighteen years; proof of age may be requested. References may be requested prior to the hall hire.
4. Toowoomba Regional Council Licensing Regulations limit the use of the halls between 8.00am - 12 midnight. All music and /or potential noisy activities must cease at 11 -30pm, and in all cases the hall cleared by 12 midnight. Noisy and unruly behaviour by patrons, both in the hall, and between the hall and their vehicles may result in forfeiture of bond.
5. If furniture is moved, it must be returned to its original position on completion of hire. Hire of the hall does not allow interference or temporary removal of Lions chattels, i.e., curtains, clocks, pictures, signs, trophies honour boards or the like.
6. **No Confetti or Party Glitter** is allowed in the hall. Decorations must be fixed to the anchor ropes and hooks provided. No adhesive tape, blue tac, thumbtacks, or staples to be used.
7. No cutting on bench tops and tables; cutting boards are to be used.
8. No cooking of food is permitted on premises; heating and serving only. All halls are not registered for preparation of food.
9. No smoking is allowed in the hall or adjacent surrounds.
10. Hall is to be left in a clean condition to the satisfaction of the Hall Chairman/Committee. Any food or drink spills are to be mopped up. Failure to leave the hall clean may result in a cleaning fee being taken from the bond. In all cases the floor must be mopped and swept before leaving.
11. Groom Park Hall polished floors are to be cleaned using **hot water only** as detergents affect the polished floor and create a sticky surface. **A cleaning fee will be deducted from the Bond if the floors are not satisfactory.**
12. Damages to hall and equipment, or loss of furniture and equipment may have to be paid for by the hirer and must be reported when returning keys. Hall Chairman decision.
13. All lights must be turned off, including toilets, all fans and heaters must be turned off and doors and windows locked before leaving hall.
14. **All rubbish is to be removed from the hall including used paper towels in the toilets. the hirer must take all rubbish away with them. *Initial bin liners are provided***

15. Hall key is to be returned at a mutually arranged time after the hall hire has completed, Keys are not given out prior to an event unless extra time is arranged and paid.
16. Bond is refunded within seven days provided the hall is left in a satisfactory state. All refunds will be paid back into your account. **Please supply your Bank Details on Hire Form.**
17. Failure to observe the conditions of hire or loss of the key will result in a partial or total loss of the bond.
18. The hirer assumes all liability for any loss or damage suffered by any person at the function. The Lions Club of Toowoomba - Wilsonton Inc. accepts no liability for loss or damage.
19. The Lions Club of Toowoomba - Wilsonton Inc. assumes no responsibility for loss damage, injury or power failure caused by use of introduced equipment and any damage to hall equipment remains the responsibility of the hirer.
20. The sale of alcohol at a function will require a liquor licence (Govt regulations) and is the responsibility of the Hirer.
21. The Hall is to be used solely for the purpose stated in the hall hire agreement and no other.
22. The hall hirer is strongly advised to obtain a Public Liability insurance Cover for the function as the Lions Club of Toowoomba/Wilsonton Inc. Insurance policy does not cover incidents which may cause loss or injury to persons through the action.

Hall Chairman

Mobile

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Email

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Postal Address

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