

Mapleton Hall and Sportsground Conditions of Hall Hire

Supplement to the Hall Booking form – this document forms part of your Agreement to Hire the Mapleton Hall

The Trustees will:

1. Keep public liability insurance of \$20 million current for the property
2. Provide the Hall to you in clean condition with available appliances in good working order, and not hold you responsible for any pre-existing damage you advise us of in writing before the commencement of hire;
3. Ensure you have access to the premises at all times during the booked hire period;
4. Inspect the Hall promptly at the end of your hire and unless there are unresolved problems or disputes, return the bond to you within seven days;
5. Provide you with contact details for the booking officer.

The Hirer will:

1. Ensure that the person nominated as the hirer, or their named representative remains at the Hall and Sport ground at all times for the duration of the hire;
2. Provide and maintain a suitable policy of Public Liability insurance of \$20 million for the proposed activity, during the currency of the hire and provide proof of that (policy document, schedule and certificate of currency) 14 days before the start of hire. In the case of one off hire for a private event, the hirer may purchase satisfactory cover by arrangement with the booking officer.
3. Abide by the noise curfew: all amplified sound to cease at 10pm. Hire ceases no later than midnight. Be respectful of neighbours and ensure departing guests do not disturb the neighbourhood. **The bond will be forfeited if the noise curfew is breached.**
4. Clean and tidy the Hall and return all items used to correct storage at the end of hire. Use your best efforts to maintain the Hall and appliances supplied in the state in which they were at the start of hire.

5. Car parking on the property grounds by hirer and event guests shall be at their own risk and the Trustees are not responsible for any damage to vehicles.
6. No vehicles shall be parked on the centre of the Sportsground/cricket pitch. Please use only the perimeter of the sports field for parking to protect the playing field area.
7. No Marquees shall be erected on the centre of the Sportsground/cricket pitch. Please use only the perimeter of the sports field to protect the playing field area.
8. No dogs, on or off leash, are permitted in/at the hall or on the grounds.
9. The hirer is to ensure all guests are advised that climbing on the property's water tanks, buildings and trees is not permitted at any time.

10. Pay particular attention to the following:

- Use the scissor mop to sweep the Hall floor and clean up any sticky spots or spill;
- Do not drag tables or chairs: use specific chair trolley provided;
- Report any non-functioning or damaged equipment
- Do not attach decorations with staple guns, nails, screws, drawing pins nor attach hooks to any part of the hall or furniture. Use existing fixing points only. No confetti
- Clean the kitchen thoroughly if used, including stove and refrigerator, pie warmer and microwave
- Sweep and wet mop the kitchen floor if necessary
- Empty the urn and turn off all appliances. Do not turn the refrigerator off
- Clean up all spillages and use the warning sign over any wet area for safety sake
- Clean the toilets and empty all toilet bins
- Remove all rubbish to bins outside and if insufficient space, take your rubbish with you
- Remove all decorations and props and property and equipment at the end of hire
- Do not store any property in the Hall or on the premises without express permission of The Trustees

11. Acquaint yourself thoroughly with the fire safety instructions (separate document), the fire extinguishers and the fire evacuation plan. In addition:

- No candles, naked flames or gas cooking equipment is to be utilised within, or directly adjacent to, the hall building.
- ENSURE ALL DOORS ARE UNLOCKED AT THE START OF HIRE TO ENABLE PROMPT EVACUATION IN THE EVENT OF FIRE OR OTHER HAZARD
- Do not deep fry or do wok cooking in the kitchen
- Smoking is not permitted within four metres of the Hall building and doors.
- Glass bottles or containers in any form are not permitted to be used on the sportsground
- Hirer is to attend a safety briefing with the Booking Officer prior to the event to familiarise themselves with the hall safety equipment

12. Legislative Requirements

- All electrical appliances brought into the hall by the hirer or their agent must meet legislated safety requirements and have current certification by an authorised electrician.
- A Queensland pre-approved Liquor Licence is required for the 'sale' of any type of alcoholic beverages within the Hall and Sportsground property.

Not sell alcohol on the premises without specific permission of the owner, and obey all Liquor laws and regulations. Take responsibility for the legal consequences of excess alcohol consumption by guests/patrons.

- The property is subject to community standards for Noise levels legislated under the Queensland Environment Protection Policy (Noise) 2008. Music and event noise shall not be of such volume that it unduly interferes with the property neighbours' wellbeing or continue past 10pm in the evening.

13. Ensure all children are supervised.

14. Not permit any standing on chairs or tables, or placement of hot objects on either.

16. TURN OFF THE LIGHTS (including at entrance and both sides and toilets) and fans. Double check that the building and toilets are secured with padlocks and bolts at the end of hire. Return the key to the Igloo key safe.

17. Permit the booking officer or representatives and their agents access to the Hall at all times during the hire;

18. Complete the Incident Report Form and hand it to the Hire officer immediately at the end of the relevant hire period where any injury or damage has occurred;

19. Repair or pay the cost of repairing any damaged property belonging to the Trustees should this cost exceed the Bond.