



One Tree Hill Institute

ONE TREE HILL PROGRESS ASSOCIATION

Location: 1009 Blacktop Rd, One Tree Hill, SA

Postal: PO Box 196, One Tree Hill, SA 5114

Institute Manager Mob: 0459 105 045

ABN: 69029568466

Web: <https://onetreehill.org.au>

Email: hall@onetreehill.org.au

INSTITUTE HIRE INVOICE/AGREEMENT

Invoice No:

Date Issued:

Name of Hirer:

Address:

Mobile:

Email:

Date of Function:

Type of Function:

Hall Hire: \$

Bond: \$

Hall Hire Paid: \$

Date Hall Hire Paid:

Bond Due Date:

Bond Paid: \$

Bond Paid Date:

I wish to have the hall cleaned after the function at extra cost: **Yes** **No**

Payments: Please quote the Invoice Number on all payments. The preferred method of payment is by direct deposit to the following account:

Account Name: One Tree Hill Progress Association **BSB:** 105121 **Acct No:** 441371640

*Payment may also be made in cash or by cheque posted to the above postal address. For direct deposit payments please write "Hall" and the above **Invoice Number** in the description field. If available, please tick "send email to recipient". If paying by direct deposit, please notify the Hall Manager as soon as possible by email or SMS that you have made a payment with your name and the above Invoice Number.*

I have read and understood the Institute Hire Terms and Conditions for the One Tree Hill Institute as set out by the One Tree Hill Progress Association. I hereby agree to accept and abide by these terms and conditions.

Signed:

Date:

INSTITUTE HIRE TERMS AND CONDITIONS

1. General Terms and Conditions

The Hirer will ensure that the function conforms to the purpose stated in the hire agreement and must not contravene the conditions of the lease agreement that the One Tree Hill Progress Association ("the Association") has with the City of Playford.

- a. Commercial sporting events are not permitted.
- b. If alcohol will be available at the function, it is the responsibility of the Hirer to ensure that the relevant State Liquor Laws are adhered to.
- c. The function must cease no later than 1:00am. Excessive noise after this time is prohibited both inside and outside of the One Tree Hill Institute ("the Institute").
- d. Before the commencement of the function/event, the Hirer is to familiarise themselves with the Emergency Evacuation Plan and associated instructions that are posted at various locations with the Institute. At the commencement of the function, the Hirer is to ensure those in attendance are aware of the Emergency Evacuation Plan, including the location of the Emergency Exits. Emergency exits are always to remain clear and accessible.
- e. Strictly **no confetti, rose petals or rice** to be used in the hall or entrances/exits.
- f. **NO SMOKING** is allowed in any part of the hall or within 5 metres of entrances/exits.
- g. Decorations may be placed on existing hooks or anchor points. **Original** blue tac may be used but must be removed completely at the end of the function. **DO NOT** use nails or adhesive tape/stickers on any surface. **Damage will result in the loss of bond.**
- h. Frozen drink machines, ie slushie machines, must not spill on floors otherwise extra cleaning charges will apply.

2. Booking Policy

- a. Unless advised otherwise by the Hall Manager, a tentative booking will not be held more than 7 days.
- b. The booking is confirmed when the hiring agreement is signed, and the hiring fee paid in full.
- c. At the discretion of the Hall Manager, a \$100 cancellation fee will apply.
- d. The bond must be paid in full at least 14 days prior before the function. The return of all or part of the bond is at the discretion of management and will be returned within 7 days unless advised otherwise.

3. Insurance

- a. The Hirer is responsible for the insurance of all items and equipment brought into the Institute for the duration of the period of hire, including function set-up/pack-up time.
- b. The Hirer agrees to indemnify the Association, its members, and agents from and against all actions, costs, claims, damages, charges, and expenses that may be brought against them arising from the hire agreement.
- c. In the event of damages, theft or breakages to the rooms, fittings, fixtures, furniture, equipment or property, the Hirer shall be debited with the cost of replacement or repair. Such repair and/or replacement shall be assessed by the Association and/or its agents.

4. Cleaning of Hall

- a. The Hirer is responsible for leaving the Institute and its surrounds neat, clean, tidy and free from rubbish.
- b. All wooden floors are to be swept only. Any spillages are to be cleaned immediately with a damp cloth or mop. The kitchen floor and the servery area are to be mopped (if used). Cleaning gear is in the cupboard in the servery area.
- c. All furniture must be stacked/stored appropriately leaving aisles and access to cupboards clear.
- d. Rubbish from inside and outside the Institute is to be collected and placed inside strong garbage bags, which are to be put in the rubbish bins provided. Please recycle suitable rubbish items into the yellow-top bin.
- e. Damage or breakages must be reported to the Hall Manager as soon as possible after the function.
- f. If bond monies are insufficient to cover damages and/or extra cleaning costs as deemed necessary by management, the Hirer will be invoiced for the outstanding amount.
- g. Removal or clean-up of offensive material will automatically incur an extra cleaning fee (currently \$100).

5. Security/Lockup

- a. All personal property and hired equipment must be removed at the end of the function.
- b. All light switches and power points must be turned off with the exclusion of the refrigerator. Particular attention must be paid to all heating and cooling appliances as failure to do so will incur an extra charge.
- c. All windows and Doors must be closed and locked. Take care to ensure the side kitchen door is fully closed.
- d. Failure to leave the Institute in a satisfactory condition, as determined by the Hall Manager, will result in of all or part of the bond. The management's decision is final.
- e. The Hall Manager reserves the right to enter the Institute at any time should the need arise.
- f. Hirers are advised that the Institute has 24-hour CCTV surveillance recording.
- g. Be advised, **the publicising of functions on any social media, eg Facebook, Twitter, Instagram, etc, will result in the immediate cancellation of the booking or closure of the function.**