

Point Boston Community Hall Booking Terms and Conditions

The Point Boston Community (PBC) Hall belongs to all lot owners. It is hired 'free of charge' for the enjoyment and benefit of all lot owners and their guests. It is in everyone's interest that the hall be maintained to a high standard and to keep the Hall use 'free of charge'. Tenants living in our Point Boston Community will need written permission from their rental property's landlord to use the Hall.

Please Note:

- If required you will need to supply your own gas bottle for the Hall's BBQ. 4kg or 8.5kg
- The Point Boston Community Corporation Committee reserves the right to decline a request for the hire of the Community Hall.
- For Maintenance/Emergency issues the Hall may be closed at very short notice.

All enquiries and bookings relating to the hire of the Hall are to be made via the Point Boston Community Corporation Committee. A hire agreement can only be entered into by a person over the age of 18 years and is not transferable under any circumstances.

By virtue of sending your Point Boston Community Hall Booking Request Email to:

PointBostonCommunity@outlook.com you agree to indemnify and hold harmless the Point Boston Community Corporation and its Committee against all actions, proceedings, claims, demands, damages and costs whatsoever which may be taken or made against the Point Boston Community Corporation in respect to the use of the Community Hall and equipment therein irrespective of whether such action, claim, demand, damages or costs should arise from the manner of use of the said venue and equipment. In addition, I further agree to pay the cost of any damage to the room incurred and to replace or repair the equipment which is in the opinion of the Point Boston Community Corporation Committee rendered necessary as a consequence of the misuse, neglect, loss or damage of the venue/equipment while on hire to you.

You also agree to take full responsibility for the venue and equipment while on hire to you, and ensure that it is used in the manner intended, in a safe and secure environment for yourself and all guests.

The Point Boston Community Corporation accepts no responsibility for loss or damage, which may occur to Hirers' goods or equipment left at the Hall prior, during, or after the event.

Hall Access

Upon proof of identity, a committee member will issue the keys to the Hall and toilets prior to the event. Once the Hall has been cleaned and returned to its original setup, please return key as arranged with the committee member. It is the Hirer's responsibility, at all times, to ensure that the premises remain secure throughout the period of hire, particularly when leaving the venue, even for a short period. Hirers are not therefore, permitted to leave the doors to a venue unlocked and unattended at any time throughout the period of hire.

Building Contents, Misuse and Damages

Please do not remove any Hall contents. It is the responsibility of the Hirer to ensure that the furniture is returned to the original layout and in the condition it was found. Failure to do this may result in the charging of an exit fee.

Alcohol and Responsible Service of Alcohol

Bring Your Own (BYO) Alcohol is permitted at the Community Hall. No selling of alcohol is permitted. As the Hirer you have a 'Duty of Care' responsibility, both legal and ethical, to ensure that alcohol is consumed responsibly. This duty encompasses a range of actions, including limiting alcohol consumption, providing sufficient food, monitoring guest's behaviour for inappropriate conduct, and ensuring safe transportation home for intoxicated guests.

NOTE: There is very limited fridge space available in the Hall. BYO Coolers, Ice Boxes or Eskies

The Point Boston Community Corporation (PBCC) is not liable for any incidents in relation to the supply and consumption of alcohol.

Electrical Equipment/Items

To eliminate or minimize electrical hazards, it is the responsibility of the Hirer that all electrical equipment and/or electrical items brought into the Hall be safe for use.

Cooking in Hall

No cooking of food, apart from outside BBQ's, is allowed in the Community Hall kitchen. The electric oven can only be used to reheat food. The gas top of the stove is currently not available for use.

Cleaning the Community Hall

It is the responsibility of the Hirer to clean the Hall, kitchen, outside area, if used, and the adjacent toilets to the standard in which they were found. The Hirer must supply their own cleaning chemicals and toilet paper. Failure to do this may result in the charging of a cleaning fee on exit.

Use of TV and WIFI

There is a TV screen, with remote, in the Hall available for meetings or displaying photos etc. The WIFI password is displayed at the Hall.

Consumables Policy – Cutlery, Tableware, Cooking Implements etc

The Hirer is responsible to supply all BYO items. See suggested list on last page below.

- **All** unused items are to be removed after your event.

Rubbish Disposal

It is the responsibility of the Hirer to supply their own garbage bags and empty them into the general waste bins located at the Hall. If these general waste bins are full, then it is the responsibility of the Hirer to take all excess garbage with them. Excess garbage left onsite may result in exit fees.

Injury and Accident

PBCC is not liable for any costs as a result of personal injury or accidents that occur to the Hirer or their guests. In a life-threatening or urgent situation, you should call Triple Zero (000).

Please ASAP report any incident to the PBCC via email to: PointBostonCommunity@outlook.com

Emergencies Action- Smoke Alarms Activation

In case of an emergency follow the emergency procedures supplied and displayed in the Hall. Hirers must be aware of fire exits and emergency evacuation procedures prior to commencement of their event. Please also observe the locations of, and the instructions on, extinguishers and fire blankets, prior to your event.

Emergency Exit Doors must be kept clear and remain accessible at all times throughout the event.

General Conditions

- a. The gas BBQ is only to be used outside. * You will need to supply your own gas bottle 4kg or 8.5kg
- b. Confetti, glitter, adhesive tape, nails, tacks, sparklers or other equipment which may cause damage to the facility, are not permitted inside or outside the Hall.
- c. Smoking is not permitted inside any part of the Hall (including the toilets) or within 10 metres of any door. Smokers are to use the designated smoking area near the Defibrillator.
- d. Please be aware that smoke machines may not be used or any fires lit inside the buildings as these actions set off the smoke alarms. In the event that the smoke alarms are activated onsite and the Fire Service is in attendance, hirers may be billed for the associated fee.
- e. No fires are to be lit outside the Hall without permission of the Committee.

Suggestion List

- Lighting in Hall is very bright – Supplying your own plugin lighting might be beneficial to set the tone for the event.
- You need to supply your own music.

The Hirer is responsible to supply following BYO items as required:

Item	Qty	Item	Qty	Item	Qty
Plates		Coolers or Eskies		Cooking utensils	
Bowls		Serving spoons		Cooking Pots and Pans	
Cups		Tongs		Serving Trays	
Disposable Glasses		Gas Bottle		Tongs	
Cutlery		Napkins		Serving Spoons	
Teaspoons		Tablecloths		Garbage Bags	
Water Jugs		Tea towels		Toilet Paper	
Salt & Pepper		Washing up utensils		Hand soap	
Sauces		Aluminium foil		Firewood	
Tea		Glad wrap		Candles - Electric	
Coffee		Oven gloves		Vacuum Cleaner	
Milk		Paper towel		Mop	
Sugar		Tea Towels		Mop Bucket	
Ice		Washing Detergent		Cleaning Cloths	
Cooking oils				Broom and dust pan	
				Firewood as required	
				Mosquito/fly repellent	
				Drinks	
				Straws	
				Torch as required	
				Gas bottle if required	