RULES AND CONDITIONS FOR HIRE OF THE FACILITIES
(Amended 2/93, Reprinted 9/97)

The payment by any person of any amount of rental for the hire of the Hall shall be deemed an acknowledgment and acceptance by such person of the conditions set out herein.

A. BOOKINGS

1) Applications for hire of hall and/or facilities to be in writing and signed by persons responsible for payment of charges and observance of rules.

2) A deposit may be required upon booking and the balance 14 days before the engagement. However, if a booking is made less than 14 days before the function, then the full charge may be payable at the time of making the booking.

3) In addition to (2), a Contingency deposit at the Schedule Rate against cleaning and damage may be required to be paid. This deposit, or the balance applicable, will be refunded during the week following the date of the function.

4) The committee will accept no responsibility for any booking not made in accordance with clauses 1), 2) and 3) above.

5) The committee reserves the right to refuse any bookings and to cancel any engagement and shall not be responsible for any loss or damage suffered by the exercising of this right. In such cases the fees and/or charge shall be refunded, unless the cancellation is due to the non-payment of the balance of fees as required by condition 2) above. In these cases the Contingency Deposit only shall be refunded.

6) Where a booking is cancelled not less than (14) clear days before the engagement, a portion of the total charge together with the Contingency Deposit may be refunded.

7) Hirers should arrange their own Public Risk Insurance.
### B. CONDITIONS OF USE OF THE HALL

1) The Hirer shall indemnify the Committee, the Minister for Education and Walcha Shire Council against any claim for compensation arising out of any action by the hirer or persons acting on his/its behalf.

2) Hirers shall be responsible for claims and payments for copyright Fees and Performing Rights charges in respect of the particular hiring.

3) If liquor is to be consumed in the Hall or surrounds, the permission of the committee must be first obtained. In addition
   a) If liquor is to be sold in the Hall or surrounds, the relevant licence under the Liquor Act must be obtained by the Hirer.
   b) If liquor is to be consumed in the Hall or surrounds, without sale, the Officer-in-Charge of Police, Walcha, must be advised in writing at least 14 days prior to the date of the function. A copy of such advice should be forwarded to the Committee by the Hirer.
   c) Normal liquor licence provisions must apply.

4) Smoking within the complex is allowed subject to the Theatres and Public Halls Act

5) The Hirer will ensure that any children allowed to enter are properly supervised at all times and use only the Hall and grounds subject to the particular hiring.

6) It is not permitted to bring confetti, chewing gum fireworks or any other article deemed by the Committee to be objectionable into the Hall

7) The placing of streamers, bunting, flags and other decorations or the erecting of structures will not be permitted except where the written permission of the Committee has been given and all such work shall be carried out under the supervision of the Committee.

8) Nails, screws or other fastenings shall not be driven into or attached to any wall, floor, furniture or fitting, or any other part of the building.

9) Connection to, or interference with the electrical installation, lighting system, sound system, stage fittings or any other property or installations shall not be permitted without the written permission of the Committee, who shall be empowered to impose such conditions as may be considered necessary.

10) Where spotlight and/or special stage lighting is required, the Committee will require the hirer to provide a competent operator.
11) The Hirer hereby indemnifies Her Majesty, Her Heirs and Successors, The Minister for School Education, the Government of New South Wales, the Walcha Shire Council and the Walcha Central School Community Centre Committee against all actions, suits, claims, demands, proceedings, losses, damages, compensation, costs (including Solicitor and client costs), charges and any expenses whatsoever in respect of any personal injury caused or contributed to by negligent acts or omissions of the Hirer, its servants or agents or damage to the equipment or any other property of the Hall Committee or the Department of School Education or any other person or corporate body or of any infringement, disturbance or destruction of any rights of any person or corporate body arising out of the use of the premises or equipment by the Hirer, and caused by the Hirer its servants or agents.

12) The Hirer shall be responsible for the cost of making good any damage or loss caused to buildings, fittings, furniture and other installation arising out of his/its use of the Hall. Reasonable wear and tear excepted. Any such cost may be deducted from the hirer's Contingency Deposit.

13) The promoters of any Public function shall provide at least (1) attendant per 100 persons in attendance who is/are capable of maintaining order at the function. The hirer shall be responsible for the maintenance of good order during the engagement.

14) The hirer of the Hall shall not permit any person upon the premises who in the opinion of the Committee is improperly dressed or acting in an offensive or indecent manner.

15) The hirer will promptly accede to any request made by or on behalf of the Committee and will ensure that the premises are vacated on or before the appointed time.

16) The hirer must ensure that the premises are left in a clean and tidy condition with the removal of rubbish from the Hall and grounds to the satisfaction of the Committee. Any cleaning costs will be charged at the schedule rate and deducted from the Hirers Contingency Deposit - if applicable.
C. INSTRUCTIONS FOR PLACEMENT OF HALL FURNITURE

Could you please ensure that all chairs etc are returned to their original sites. We thank you for your assistance in this regard.