

# INALA COMMUNITY HOUSE – Hall/Room Hire



## Full Terms and Conditions:

The following Terms and Conditions apply to ALL Hall, Room and Facilities hires made by Inala Community House. These Terms and Conditions must be read in conjunction with both Casual and Permanent Hall/Room Hire Agreements.

- USE:** The parties agree that for the hire agreement attached and subject to the Hirer complying with all terms and conditions herein or on the Hire Form, the Hirer shall have the use of the premises for the sole purpose described on the Hall Hire Agreement and for period or periods agreed and under no circumstances enter the premises unless it's within their own booking periods. The Hirer shall clean, secure and fully vacate the facilities before the end time indicated on the Hire form. If the use of the hall described on the hall described on the Hall Hire Agreement changes at any point, the hirer shall immediately notify the leasing officer on 3372 1711 with the new changes. (*Further charges may apply*)
- CLOSING TIME:** All events that are booked for evening hours must be concluded promptly by 9pm, by which time the premises must be cleaned, vacated and secured. Persons shall not stand around on the premises after the facilities are vacated and secured, but shall promptly depart the premises.
- MAXIMUM PERSONS:** The number of persons attending the event, as indicated by the Hirer on the agreement, shall not be exceeded. Persons include adults and children. Maximum number of people allowed during hire is as follows: Our Place - 100; ICH Hall - 50; Acacia #1 - 40; Acacia #2 - 40.
- LIMITS ON USE:** The hirer is limited to the use of the inside of the hall only and the hire does not permit the Hirer to use any verandah, entrance or grounds surrounding the hall for any purpose other than to directly access the hall. ACCESS TO SECURED AREAS, INCLUDING OFFICE AREAS AND FENCED AREAS IS STRICTLY PROHIBITED. Such areas are alarmed. All alarms will be responded to and may result in the Queensland Police Service being called and may result in the event being shut down.
- KITCHEN:** The use of the Our Place hall kitchen is a separate hire and not included in the standard hire.
- DOORS:** Doors must be closed at all times and all participants remain inside the hall at all times during the event.
- LAWFUL DIRECTION:** The Hirer and all persons attending the event shall follow the lawful directions of staff and officers of Inala Community Hall.
- DAMAGE:** The Hirer shall not allow any UNLAWFUL USE OR ACT OR MAKE OMISSION WHICH SHALL CAUSE DAMAGE IN THE FORM OF VANDALISM or deliberate willful destruction to the premises, contents and its environment in the surrounds or precincts of the facility.
- BEHAVIOUR:** The Hirer shall not allow any UNRULY, INDECENT, OFFENSIVE, ABUSIVE OR DRUNKEN BEHAVIOUR within its premises and its environment in the surrounds or precincts of the facility nor conduct any activity in breach of any statute or the regulations of any local

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**Signature of Hirer/Nominee Person for and on behalf of Hirer:**

(Please Sign) \_\_\_\_\_

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or public authority. *UNAPPROVED USE OF ALCOHOL OR THE OPERATION OF UNLICENCED LIQUOR OUTLET ASSOCIATED WITH ANY EVENT OR ACTIVITY WILL NOT BE TOLERATED.*

10. **SMOKING:** Smoking is banned on the premises and surrounding grounds.
11. **CLEANING:** The Hirer shall at all times keep the facilities and its surroundings in a clean and tidy condition and shall provide adequate supervision to ensure the safety of the facilities and those using them and LEAVE THE PREMISES SECURELY CLOSED AND LOCKED. ADDITIONAL COSTS WILL APPLY FOR CLEANING OR TO SECURE THE FACILITIES also costs of any repairs/replacement necessary to rectify damage or loss to the premises or its contents which arises as a result of the use of the premises by the Hirer. (Refer to Para.20 below)
12. **SECURITY:** The facilities are monitored by security cameras and the Hirer acknowledges that the cameras may be monitored and recordings made for security purposes. The Hirer further shall INDEMNIFY AND HOLD INDEMNIFIED Inala Community House for any and all action arising from the monitoring of cameras for security purposes.
13. **INDEMNITY:** The Hirer shall INDEMNIFY AND HOLD INDEMNIFIED the proceedings costs, claim, expenses, damages and demands whatsoever which may be taken, prosecuted or made against Inala Community House, or incurred or become payable by Inala Community House for or on account of loss of life, injury or damage to persons or property suffered or sustained by any person or body howsoever caused whilst on the premises on behalf of the Hirer or at his/her request or otherwise pursuant or incidental to the use of the premises by the Hirer.
14. **MOTOR VEHICLES:** The Hirer shall not allow any UNAUTHORISED, INDISCRIMINATE OR IRRESPONSIBLE USE OF MOTOR VEHICLES within the confines of any Inala Community House facilities or actions with motor vehicles which impact on the safety, wellbeing or quality of life of nearby neighbours by patrons associated with any event or activity carried out at any Inala Community House facility. At Our Place Hall vehicles can only be parked on the park/hall side of the street and not in front of houses. The Hirer shall take full responsibility for all vehicles of participants attending the event as full information of all breaches will be given to the Queensland Police Service.
15. **AMPLIFICATION OF MUSIC AND SOUND EQUIPMENT:** Electronic instruments (inc. guitars & pianos), microphones and amplifiers are prohibited and must not be used. Any complaints of noise or unruly behaviour by patrons will be reported to the Queensland Police Service and may result in the event being shut down.
16. **FIRE/EMERGENCY EVACUATION:** the Hirer is responsible for the safety of all its patrons whilst using the Inala Community House facilities and will make themselves familiar with the Fire Evacuation Procedures and put into place a mechanism so that in an emergency everyone in attendance will be accounted for. THE HIRER SHALL ENSURE THAT UNDER NO CIRCUMSTANCES SHOULD THE EXITS BE BLOCKED.

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17. The components that need to be taken into account for the above Fire/Emergency are as follows:
- a) *The location of the buildings escape routes (fire exits and pathways to an exit)*
  - b) *A procedure for conducting members of your group/event or the public to an exit and then to the designated assembly area (safe place)*
  - c) *Checking of all rooms (including toilets) for people (after assessing the risk from smoke or fire)*
  - d) *The location of the fire-fighting equipment (fire extinguishers & fire blankets)*
  - e) *The location of fire alarms or equipment for warning of fire (if applicable)*
  - f) *The method of operation of fire-fighting equipment (fire extinguishers, blankets)*
  - g) *The method used to activate fire alarms or equipment for warning of fire (if applicable)*
  - h) *Making the announcement for the occupants of the building to evacuate. This can be delivered via messengers or a public address system (if applicable)*
  - i) *Contacting the Fire Service '000' telephone number passing on details of the emergency*
  - j) *Assessing the effectiveness of the building evacuation, with consideration as to who may be missing and where they may still be within the building (conducting a head count)*
  - k) *Meeting the attending Fire Service Officer to pass on updated details of the emergency*
18. **ITEMS LEFT ON PREMISES:** Inala Community House WILL NOT take responsibility for any goods or items left on the premises nor does it condone the storage of any goods or items without the approval of Inala Community House.
19. **PAYMENT OF FEES:** Fees shall be paid in full at least seven (7) DAYS PRIOR the event in the case of Casual Hires. All payments by Permanent Hirers are to be made in full at least seven (7) DAYS IN ADVANCE of each hire. Failure to pay on time shall result in the forfeit of the booking and loss of any deposits or bonds paid.
20. **BOND:** A bond will be included in the hall hire quote and will be REFUNDED within seven (7) days, in full or in part, once the hall is assessed as being left clean and tidy, and any keys

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(Please Sign) \_\_\_\_\_

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issues have been returned. Any issued keys are to be returned to reception at 38 Sittella Street Inala no later than 9am on the first working day after conclusion of the hire.

21. **DAMAGE TO LOCKS:** If LOCKS HAVE TO BE CHANGED due to damage by the hirer then the hirer shall incur further charges to have the locks replaced.
22. **CANCELLATIONS:** will be accepted only up to 5 working days BEFORE the booking date otherwise a cancellation fee equal to a 4 HOUR BOOKING will apply for each day.
23. **PUBLIC LIABILITY INSURANCE:** is required by ALL hall hirers to the value of \$20 million. A certificate of that effect MUST be produced to the Letting Officer before any keys will be released or use undertaken.
24. **CHARGES:** The Hirer personally accepts full responsibility for all charges relating to the hire, including, but not limited to fees and charges, cleaning, payment for damages incurred during the hire, and any call-out charges relating to the event (such as security, Queensland Police Services, emergency services, or tradespersons) charged to Inala Community House.
25. **AMENDMENTS:** Inala Community House reserves the right to amend the Terms and Conditions without notice and any such amendments shall form part of agreement signed by the Hirer.

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*(Please Sign)* \_\_\_\_\_

**Date:**     /     /