

Glenbrook Hall

Hall Hirer's Responsibilities, Terms & Conditions

Glenbrook Hall Bookings
managed on behalf of
Blue Mountains City Council by



1. All areas are to be left in a clean and orderly condition:

- Floors to be swept.
- Toilets are to be left clean, floors to be swept and cleaned, used paper toweling removed, holders restocked if necessary.
- Hirers are responsible for their own rubbish removal. No rubbish is to be left in the hall.
- Kitchen left clean and tidy including floor, refrigerator, sink and benches.
- All lights, fans to be switched off and no taps to be left running.
- Doors and windows to be secured before leaving the building.

2. Glenbrook Community Hall Property

- Nothing is to be taken from the hall i.e. chairs tables or any other items which were in the building before you came, this is the property of Blue Mountains City Council. (Please stack store cupboard in an orderly fashion).

3. Care of building:

- Do not block or obstruct Exit Doors or Fire Safety Equipment.
- No nails are to be put into the walls or floor.
- The piano is not to be used unless a fee has been paid.
- The hall will be checked after you have finished and before another hirer goes in. If the hall is left dirty or damaged in any way a written report will be made and submitted to Council. All damages are to be paid for and could affect your future hall hiring.
- When putting tables/chairs away in storage cupboard please stack in a neat and orderly condition. The door between the hall and kitchen area must be kept shut. Please try to keep noise to a minimum as there are other hirers using the building.
- No live music or loud recorded music is to be played.

4. COVID-19 Safety Precautions

- Hirers must sanitize and wipe down all chairs and tables **before and after use**.
- Hirers must provide own sanitizer and cleaning products.
- You may be asked to produce your COVIDsafe plan by Blue Mountains City Council (owners of the building) or local police at any time. A copy of this plan must be with the hirer on the premises.

5. Hire of the hall entitles hirer to use of:

- Covered hall area only, NOT outside grass and landscaped areas.
- Kitchen with the facilities of fridge, oven, microwave and zip urn for coffee tea making.
- Bathrooms (paper towel and toilet paper supplied). Disable bathrooms only for persons that require the use of this facility.
- Use of chairs and tables (kept in store cupboard)
- (You must bring your own garbage bags and cleaning agents)

6. Maximum Occupancy

- The Hall is approved for a maximum occupancy of 100 persons (including staff standing only at one time).
- **Note:**
Prior to hire, (under social distancing restrictions), it is the hirer's responsibility to check current Glenbrook Hall occupancy capacity on the Blue Mountains City Council website. Failure to do so may result in fines.

7. Animals and Pets

- Animals and pets are not permitted on the premises or surrounding grounds (unless specifically requested and permission has been obtained in writing).

8. Conduct of Persons

- The hirer will be held responsible for the conduct of all persons in attendance and for the cost of any repairs as a result of any damages incurred. The bond may be held by Blue Mountains City Council in such instances. Should the cost of damages or cleaning exceed the value of the bond then the hirer is liable for the total amount

9. As Principal Hirer you have direct responsibilities:

- Under the Work, Health and Safety Act to ensure safe work practices are followed. To minimise risk, ensure that any contractor or commercial operator engaged as part of the event holds a current liability / workers compensation certificate and / or appropriate licences.
- Where the production and service of food forms part of the event Food Safety Standards must be met. If a commercial caterer is engaged, ensure that they hold current product/public liability.

10. Hall Activities

- Any activity other than the purpose of the function stated on the Hall Hire Booking Form is strictly prohibited.

11. Smoking

- Smoking is not permitted on the premises

12. Alcohol

- Alcohol is not permitted on the premises unless appropriate permits/licences have been obtained.
- If there will be alcohol present, a liquor permit is required from NSW Police.
- If alcohol is for sale the hirer needs to obtain a liquor licence.

13. Hall Preparation / Decorations

- **Candles (Naked Flames):** The use of exposed/naked flames including BBQs is strictly prohibited without written Blue Mountains City Council approval.
- **Adhesive Tape:** Must not be applied to floor, walls or ceiling.
- **Decorations:** may be hung by use of 'Blu-Tack' and on the hooks where provided by BMCC. Under no circumstances are nails or tacks to be used, or any equipment that may cause damage to the building, fixtures or fittings. Any decoration or work which necessitates the use of ladders or other temporary platforms is to be brought to the attention of Glenbrook Cinema so that appropriate Blue Mountains City Council and Work-Cover arrangements can be advised.

14. Signs in Public Places

- The hall hirer is obliged to contact Blue Mountains City Council for regulations in relation to any temporary signs. Outdoor banners and signs are strictly prohibited without prior Blue Mountains City Council approval.

15. Electrical Equipment

- Any electrical articles / leads that are brought into the premises must be tagged and tested.

16. Closing the Building

- The hirer will be responsible for ensuring the hall is securely locked after the function.
- The hirer must report any damages.
- The hirer must ensure that the lights and heaters have been turned off.

17. Vacating the Premises and Noise Level

- All noise (especially music) must cease at 12 midnight and the premises vacated no later than 12:30pm
- The noise level emitted from the hall at any time shall not intrude the operations of the Theatre.

18. Grounds

- The area outside the venue should be kept clean and tidy.
- This area is not permitted for use of activities such as market stalls, entertainment, cooking or related purposes unless prior written approval is obtained through Blue Mountains City Council.

19. Cleaning Checklist

- You must provide your own cleaning equipment
- All rubbish, dirt or dust remaining from the hirer must be taken away.
- The hall toilets must be left in a clean condition, if necessary the area mopped.
- The hall and kitchen area should be swept after each use and if necessary the area mopped.
- Any cigarette butts left in the area immediately outside the hall must be taken away.
- Sanitize and stack away tables and chairs that have been used.
- Take away any equipment owned by the hirer which has been brought to the hall.
- Wipe down the kitchen bench, microwave and refrigerator if it has been used.
- Ensure that no food or drink is left anywhere within the building.

If cleaning is not carried out, the cost to clean will be charged to the hirer.

20. Return of Keys

- A Glenbrook Cinema staff member will be made available to open the hall for your hall hire booking time. If this is not possible you may be issued with keys for the premises.
- In the event that you have been issued with keys, keys must be returned to the cinema immediately following your hire time, or the next day as pre-arranged with Glenbrook Cinema upon collecting the keys. If you have paid a bond, the **BMCC Facility Condition Report** must be completed at this time in order to commence the bond refund process.

21. After Hours Security / Building Maintenance

- In the event that the building is not secured or a maintenance emergency occurs after hours the hirer must contact Blue Mountains City Council on **02 4780 5000**.
- All non-urgent matters are to be reported to Glenbrook Cinema during cinema operating hours or via email at hallhire@glenbrookcinema.com.au

22. Hall Hire Bond

- Any hall hirer not required to provide Public Liability Certificate of Currency will be required to pay a Bond Fee of **\$300 to \$500** subject to low or high risk assessment prior to hall hire.
- The hall hire bond fee will be refunded by Blue Mountains City Council by cheque within 10 working days following the completion of a **BMCC Facility Condition Report**. A copy is attached to this document.

23. Breach of Conditions

- Blue Mountains City Council reserves the right to cancel access to a facility for an event. In extreme circumstances this may occur with limited notice. In such instances and where possible every effort will be made to accommodate the event on an alternate day or in another (suitable) Council managed venue.
- Failure to comply with any of the Scheduled Terms and Conditions could result in the bond being forfeited and / or cause a future request for hire of the centre to be refused and bookings already made to be cancelled.

In consideration for the use of the facility, the Principal Hirer agrees to indemnify Glenbrook Cinema and Blue Mountains City Council against any claims caused by negligence of the hirer in connection with the use or occupation of the premises. This insurance shall not apply to negligence of the Council.