

HALL HIRE AGREEMENT

THIS AGREEMENT is made on (day/month/year) BETWEEN THE COUNTRY WOMEN'S ASSOCIATION OF NEW SOUTH WALES BRANCH (hereafter referred to as 'CWA') AND (NAME OF USER) ADDRESS POSTCODE PHONE NUMBER

PREMISES

1. In this Agreement 'Premises' refers to (Insert full description of premises to be used):

AUTHORITY TO USE

2. The CWA grants to the User license and authority to use the Premises for (Insert accurate description of activity):

And for no other purpose. This authority is not transferable.

DURATION OF USE

3. This Agreement shall commence on (insert date of commencement) And terminate on (insert date of termination) The Premises will be used by the User at the following times (insert times and days on which the Premises are to be used)

(Please note: if the premises are to be used on an ongoing, regular basis this form can be completed annually)

FEES

4. The User shall pay to the CWA the amount of for the use of the Premises for the duration of this Agreement. Payment will be made in the following way (insert method of payment)

LIABILITY FOR DAMAGE TO THE PREMISES/ LOSS OF GOODS

- 5. The User is to reimburse the CWA in respect of all costs incurred in repairing damage caused to the Premises or any other property of the CWA on the Premises arising directly or indirectly from the use of the Premises by the User, regardless of whether the damage was caused by the User or persons invited onto the Premises by the User. 6. The CWA of NSW is not responsible for any goods left on the premises.

CONDITIONS OF USE

- 7. The User will: (a) Not use the Premises other than as stated in d.2; (b) Not use the Premises at any other time than stated in d.3 unless agreed in writing between the User and the CWA; (c) Not make any structural alterations to the Premises including the attachment of nails, screws or any other fastenings to walls or fittings without the permission of the CWA; (d) Ensure that after each use all furniture is replaced in its original position unless otherwise specified by the CWA; (e) Ensure that all persons (including children) allowed onto the Premises are properly supervised at all times and only use the Premises as specified in d. 2; (f) Notify the CWA immediately in writing of any accident to any person while on the Premises under this Agreement and provide such statements from witnesses and the person/s injured as the CWA or its legal advisers may require; (g) Allow the CWA or the CWA's nominee to enter the Premises at any time for the purpose of inspecting the Premises; (h) Vacate the Premises promptly at the conclusion of the period specified in d.3; (i) Ensure that there is no smoking on CWA premises, as per CWA policy; (j) Not sell\* alcohol to persons on or in the immediate vicinity of the Premises without: (i) obtaining a function license to supply alcohol as is required under the Liquor Act 1982 (NSW), and (ii) providing a copy of the license to the CWA prior to commencing use of the premises.

\* If there is no sale of liquor, there is no requirement to have a liquor license. If it is a function where guests are invited and alcohol is supplied free of charge there is no sale and a license is not required. Sale can take various forms such as a purchase of a ticket to attend the function. Further information on obtaining a function license is available at http://www.olqr.nsw.gov.au/liquor\_forms\_func\_temp\_llcnc.asp

SIGNED on behalf of the USER:

In the presence of: Witness

SIGNED on behalf of THE COUNTRY WOMEN'S ASSOCIATION OF NEW SOUTH WALES by its duly authorised

Representative: Name Position

In the presence of: Witness