

# Country Women's Association of NSW Canowindra branch – Hall Hire Guidelines 2021

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## General

The CWA Canowindra Branch offers the CWA hall for the use of the Canowindra community. Our aim is to provide an attractive, safe, convenient, well priced venue for a wide range of uses. This includes: social events, meetings, activities, classes, professional services and functions.

The Hall may not be used for holding any activities that may be considered discriminatory or inappropriate.

The Hall is air conditioned consists of a main hall, kitchen, entrance foyer, clinical room, store rooms and toilet. There is one unisex fully accessible toilet.

**COVID 19:** Please abide by current restrictions and regulations. Hand sanitizer, Service NSW sign-in and paper sign-in are provided in the foyer of the Hall.

## Address

24 Blatchford Street, CANOWINDRA NSW 2804

## Contact details

Mail: PO Box 118, CANOWINDRA NSW 2804;

Phone: 0418 447 139

Email: [fiona26@westnet.com.au](mailto:fiona26@westnet.com.au) or

[christinecwa17@gmail.com](mailto:christinecwa17@gmail.com)

## Hiring

Hirers must complete a hire agreement available from the Hall Manager for the hire.

## Cutlery

Metal knives, forks, spoons and basic serving cutlery are stored in the kitchen lockable cupboards.

## Cooking Equipment

The Hall has an excellent supply of cooking and food preparation equipment. If hirers intend to cook at the Hall, they are able to use what is available.

## Electrical Appliances

An urn, electric jugs, microwave oven, large 90cm oven and cooktop, dishwasher and other small electrical items. All equipment brought in for use by hirers must be tested and tagged.

## Toilets

Toilet paper, paper towels and hand wash are supplied.

## Keys

The Hall Officer will advise about collection of keys. Keys must be returned immediately after the event. The bond (if applicable) will not be refunded if keys are not returned on time.

## Tables and Chairs

There are 10 tables each seating 6 people; there are 60 chairs. Should your requirements exceed this quota, we recommend you hire them separately. The Hall seats about 60 people at tables comfortably. Meetings could be set out differently allowing for additional seats.

## Storage

There is no storage available for hirers' personal belongings.

## Crockery

Limited crockery is stored in the kitchen. Crockery and glass ware must be thoroughly washed and dried and re-stored as found after use.

## Fire and safety

- All hirers must be aware of their responsibilities for the safe use of the hall and equipment.

- Doors must be free of blockages
- Highly flammable materials are not permitted within the premises.
- No lamps, fires or fireworks are permitted either in the hall or in the garden.

#### **First Aid Kit**

A first aid kit is located in the kitchen and foyer. If used please complete an Injury/Incident Report form which is enclosed in the kit and forward this to the Hall Manager as soon as possible.

#### **Emergencies**

Familiarise yourself with the Emergency Plans displayed throughout the Hall. In the event of an emergency call Police, Ambulance or Fire Brigade on 000. The CWA emergency contact is Betty Jenkins on 0427 441 226.

**Fees** – see fee schedule Page 4.

#### **Bond**

If hirers are required to pay a bond. The bond will be refunded provided there are no breakages and the Hall is left in a clean condition, keys are returned and no key replacement is required. Should the hall require cleaning a fee of twenty five percent (25%) of the bond will be deducted. All breakages will be deducted from the bond and/or billed to the customer.

#### **Payment**

Payment of hire fee and bond may be made by direct deposit to CWA Account:  
Name: CWA Canowindra Branch  
Bank: First Choice Credit Union  
BSB: 802318  
A/C: 40003951

#### **Cancellation**

If a booking is cancelled the hire fee will be refunded on the following basis:

- 30 days' notice of cancellation - 100%

- 15 days' notice of cancellation - 50%
- 7 days' notice of cancellation - 25%

#### **Paper work**

Use of the Hall requires agreement by the hirer to comply with the terms and conditions of hire, payment by the hirer of the required fees and approval by the Hall Manager.

- Hall Hire Agreement (two copies – one to hirer and one for CWA files)
- Direct deposit. A receipt for the deposit/payment will be provided

**Event Back-up** will incur a non-refundable daily rate charge of \$110

Should the Hall be required, applicable hiring charges will apply less the deposit fee already paid.

#### **Fixtures**

No nails, staples, paint, screws, tape or glues are to be used. All decorations are to be removed completely.

Post function the hirer is required to:

- Sweep floors and re-stack any chairs and tables in the specified location
- Collect and remove all rubbish (inside and outside including toilets)
- Check and lock all doors before leaving
- Leave the hall clean and tidy.

The key is not transferable to any other person. Please notify the Hall Manager as soon as possible if the key is lost. Failure to return the keys at the conclusion of the hire will incur a \$50 fee (Incl. GST).

**Public Liability Insurance:** All users need to satisfy themselves as to their liability and appropriate insurance.

**Noise Abatement:** The hall is located close to a residential area. All users of the hall are required

to operate within the Protection of the Environment Operations (POEO Noise Control) Regulations 2008.

**Inappropriate Use:** The hall is not to be used for the purpose of holding any activities that may be considered discriminatory or inappropriate.

**Hire Agreement:** Hire agreements are available from the CWA Hall Manager.

**Licenses:** Hirers are to comply with the provisions of all legislation and regulations such as the Liquor Act 2010 and Public Health Regulations, in place at the time of hire. Where alcohol/food is to be sold at a function, the hirer must obtain the required license(s) for the event date(s) and supply the Hall Manager with a copy of the license(s) before the function.

**Smoking:** In accordance with NSW Government regulations, smoking is not permitted within 15 metres of the Hall. Hirers who breach this regulation will forfeit the full security bond paid.

**Collection and return of keys:** The Hall Manager will advise procedure on collection of keys when the booking is made.

**To ensure timely return of your bond please complete the following checklist and return it with your keys.**

**Check list before leaving the Hall**

- Is the floor area clean and tidy?
- Have benches and stove been wiped clean?
- Has hall been swept and spills been mopped up with damp mop?
- PLEASE DO NOT WASH THE FLOOR AS THIS DAMAGES THE TIMBER. A DAMP MOP SHOULD BE ALL THAT IS REQUIRED.**
- Has the toilet been flushed and the area left clean?
- Is all furniture including hall items back in place, chairs stacked no more than three together?
- Are all tables folded and stacked in the storage rack in the usual place?
- Has all garbage been removed including from the toilets?
- Have you turned off lights, heaters, stove but NOT the refrigerator or freezer?
- Have you locked the kitchen door with the key as you exited?
- Have you turned off the air-conditioner?
- If there was an incident did you leave an incident form with the First Aid Kit?

Your signature .....

Date .....

The Hall Manager or member checks the hall after each function and the bond will only be refunded in full if premises are left clean as found and with no damage to property. Please report any concerns.

- Bond return authorized

Area	Terms	Cost Hourly	Cost Daily	
<b>Clinical Room and toilet with access to the kitchen</b>	No large Hall access. Front entrance maybe used as a waiting area. Kitchen availability may vary. Hire rate up to \$80/day	\$15 up to a total of \$75	\$80	N/A
<b>Garden Hire with access to the kitchen and toilet</b>	Access to all of the facilities.	\$20 per hour up to a total of \$100	\$110	\$15 hour
<b>Garden Hire with access to toilet</b>	No access to the kitchen or main hall. Toilet entry would be through the clinical room	\$10 per hour	No daily rate	\$10 hour
<b>Kitchen with access to toilet</b>	No access to other facilities.	\$10 per hour up to \$60	\$80	\$10
<b>Hall Hire</b>	Inclusive of toilet, kitchen, tables, chairs, crockery and cutlery	\$20 per hour for the first five hours	\$110	\$15 hour
<b>Not for Profit organisations and Charities</b>		\$75% of the hourly rate	\$75% of the daily rate	

Please note:

All hire requests and bookings must be accompanied by a Hall Hire Agreement Form G-12-4-713. The inclusion of this completed form is mandatory.