

Information and Terms of Use for all Hirers

Cook Neighbourhood Hall

The Cook Neighbourhood Hall is located at 41 Templeton St, Cook and is part of the Cook Community Hub. It is adjacent to the Cook Neighbourhood Oval.

The Hall is managed by Companion House and all inquiries and bookings are through Companion House and can be made by calling 6251 4550 during business hours or by email to info@companionhouse.org.au or by visiting the Companion House office at the Cook Community Hub.

Facilities: The large hall has good natural and overhead lighting; can be divided into two spaces (one small and one large); has a large raised stage; includes a large kitchen and has internal access toilets, including a separate accessible toilet for users with a disability. Also available are a lectern, 10 foldaway tables and approx.. 200 chairs. The kitchen has a fridge, instant hot water for tea/coffee, dishwasher, microwave, electric cooktop & oven, and basic crockery.

The Facility is a non-smoking and alcohol free site.

Availability: The hall is available for hire seven days a week with different rates applying for weekdays and weekends. The Hall is **not available** after **6pm** on any day except for meetings and classes, subject to assessment by Hall manager on a case by case basis. **This means that all hirers for purposes other than meetings or classes must exit the Hall by 6pm with all clean up completed by that time.** Restrictions on noise levels apply at all times (see Noise Control at the end of this notice). This also applies to the car parks and surrounding area of the Hall.

The minimum hire for any booking is two hours.

The Hall is not available from 23th Dec through to 2nd Jan inclusive.

Fees: Hire fees are set out in the table below. The reduced hourly fee for regular bookings is available for bookings that are a minimum of twice per month for three months or more. This rate does not apply for other irregular events/times. Regular hirers need to book for irregular events/times separately and standard rates, as set out in the table below, will apply to such bookings.

- **Payment in Advance:** To confirm a casual booking full payment is required at the time of the booking to guarantee the booking.

Regular hirers will be invoiced each month one month in advance.

Payment can be made by cash, cheque or direct deposit to Companion House (BSB: 032730, Acc No: 141899). For direct deposit, please identify your transfer, eg: Hall Booking - J Smith. If the booking is made at short notice and direct deposit is being used proof of transfer will be required when picking up the keys.

- **Cancellations:** Casual bookings may be cancelled **10** days before the booking and a full refund will be made. Cancellations made **2-9** days before the booking will be charged at half the fees, and **no refunds** will apply for cancellations made within **48** hours of the booking.

Ongoing, regular bookings must be cancelled one month in advance unless otherwise negotiated by Companion House.

- **Bond:** In addition to the hire fee, a **\$500 Bond is payable on collection of the key.** This must be provided in cash or cheque when a hirer picks up the keys and will be returned when keys are returned, subject to confirmation that the Hall is clean and in good condition, with no damage to floor or equipment and no items supplied with the Hall have been removed/lost or damaged and that there are no other breaches of the Terms of Use.
- The bond will **NOT** be returned if there is any negligent damage to the Hall or facilities, or if the Hall, including kitchen and bathrooms, are not left in a clean and tidy condition. **The Bond may not be returned in full or at all if there is a breach of the conditions of use of the Hall** such as excess time beyond booked period or excessive noise and further bookings may not be accepted.
- Additional charges will be passed on to the hirer, subject to the circumstance of the damage or breach, where the cost to Companion House to rectify the issue exceeds the Bond.
- **Hirers are liable for any fines that arise as a result of infringement by the hirer of the law including noise infringement.** The notice about *Noise in residential areas* attached to this Terms of Use forms part of the Terms of Use.

HIRE CHARGES FOR 2017

| Hire Fees | Casual Weekdays | Regular Weekdays | Casual Weekend/Public Holidays | Regular Weekend/Public Holidays |
|---|---|------------------|--|---------------------------------|
| Non-Profit Organisation or individuals | \$36 / hr \$160 / day (9am to 6pm) | \$26 / hr | \$45 / hr \$200 / day (9am to 6pm) | \$30/ hr |
| Commercial / Government Organisation | \$50/ hr \$225 / day (9am to 6pm) \$950 / week | \$36 / hr | \$75 / hr \$330 / day (9am to 6pm) | \$45 / hr |

Public holiday will be charged at weekend rates

Insurance: All hirers of the Hall must have Public Liability insurance of \$10 million. Proof must be provided to Companion House before picking up the keys.

Refurbished Floor: The ACT Government completed a major refurbishment of the floor of the Hall and care must be taken to ensure the floor continues to be kept in good condition. Chairs and tables must not be dragged across the floor and if activities include a lot of movement such as dancing, Hirers are asked to encourage people using the Hall to bring shoes or footwear to change into to minimise the risk of grit, stones etc being carried onto the Hall floor.

Keys: Keys need to be collected from Companion House reception during business hours the day before the booking. Keys must be returned within 24 hours of the booking. This applies to all bookings unless prior arrangements have been agreed to by Companion House.

Security: There is a security system in place, which must be deactivated when you enter the building and reactivated when you leave. **Hirers will be responsible for call out fees charged by our security company if the correct security procedures are not followed,** including securely locking all doors and windows at the end of the hire.

Instructions for the security system and emergency contact details will be provided to hirers when the key is picked up.

Cleaning: Cleaning equipment is provided in the kitchen. All facilities (main hall, kitchen and bathrooms) must be left clean and tidy, including all kitchenware cleaned and returned

to the cupboards, and chairs and tables neatly stacked in their original locations. Note chairs, tables and other items are **NOT** to be dragged across the floor. The Hall floor must be swept at the end of the hire. If items are placed in the dishwasher the dishwasher must be activated. Items are **NOT** to be left on the sink or benches to drain.

Rubbish must be bagged and disposed of in the large commercial waste bin located in the car park in the front of the hall. The black lidded bin is for garbage. The yellow lidded unit is for recyclable items only and no garbage bagged items should be put into this bin. If facilities are not clean, the bond will not be refunded.

Damage and Repairs: Companion House Hall Manager must be informed of any damage or repairs required. If damage is caused by negligence or misuse by the hirer the bond will not be refunded. Where damage is a result of negligence or deliberate misuse and exceed the bond the hirer will be invoiced for the additional cost. Hirers will be issued with a checklist and are requested to record any issues with the condition of the Hall at the beginning or end of the hire.

Checklist: Hirers will be issued with a checklist and are requested to record any issues with the condition of the Hall at the beginning or end of the hire. The Bond will not be returned if this completed checklist is not completed, signed by the Hirer and returned with the keys at the completion of the hire. An inspection of the Hall will be undertaken before the Bond is refunded.

See items for Special Attention on the next page

SPECIAL ATTENTION:

No smoking: there is a strict no smoking policy for all Hall facilities (including kitchen and bathrooms).

No Alcohol: No alcohol is to be brought onto or consumed on the premises or the immediate surroundings including the car parks.

Noise Control: Cook Community Hall is zoned as residential for the purposes of noise standards. Hirers must comply with the noise limitations set under the Environment Protection Authority as applies to residential areas. **Please read the notice about Noise in Residential Areas that forms part of these Terms of Use.** To be clear, whether or not music is used, between 7am and 10pm noise that can be heard outside the Hall needs to be limited to the level (45dB) similar to a residential road. After 10pm the level outside the Hall is no more than 35dB, which is similar to the sound level of a residential bedroom. To minimise the risk of noise disturbance to the neighbourhood it is recommended that windows and doors on the Templeton Street side of the Hall are kept closed. For ventilation the windows and doors on the oval side can be opened.

Hirers are advised that due to ACT Government noise regulations

NO AMPLIFIED MUSIC IS TO BE USED

IN OR AROUND

THE HALL AT ANYTIME

and all events involving unamplified music are to finish by 6pm.

Updated at 1 February 2017