



## **CONDITIONS OF HIRE REGULAR HALL USERS**

Thank you for choosing to use the Community Hall and/or Meeting room offered by the Aro Valley Community Council Inc. We're proud to be an inner-city facility available to a wide range of users.

Please read the following conditions for regular and on-going use of the Community Hall or Meeting Room

1. Please leave the facilities as you would wish to find them. This includes:
  - Leaving the venue clean and tidy
  - Not using staples, pins or tape on walls or doors
  - Removal of all rubbish and recyclables (there is no rubbish or recycling collection on site)
  - Ensuring all windows and doors are locked securely before you leave
  - Turning off the lights and all heaters (there are two heat pumps in the HNE all).
2. Please inform AVCC Staff if there are any problems when you arrive (cleaning, any issues from the previous hirer, or if something is damaged or not working).
3. No parking is allowed on site at any time, you are allowed to drive on site to load/unload, but you must lock the chain promptly upon entering and you must drive out when you have finished loading.  
**\*We have availability only for mobility parking.**
4. Please advise AVCC Staff of any change to your contact details.
5. **Please give us notice** if you will not be needing the Hall on the booked date. All cancellation must be done at least 72 hrs prior your hiring. Charges may apply.
6. You will be issued with an **invoice at the end of each calendar month.**
7. AVCC will include a **\$50 bond for the Hall key.**
8. Please manage your class or group **within your booked time** (that includes both your setting up and pack down time) as we might have groups booked in adjacent time slots.
9. We reserve the right to alter or cancel your booking a maximum of four times a year in order to run AVCC initiated events. We will give you two weeks' notice of any such changes.
10. The venue is not available over the two weeks of School holidays in January, around April, July and around early October. Please check in with us if your booked slot is affected by this. \*Bookings after 6pm will carry on as usual.
11. We request 4 (four) weeks' notice of a permanent cancellation or we may invoice you for the equivalent usage.
12. We reserve the right to cancel your booking if you do not abide by the conditions of hire.

**Name:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_

**Phone Number/s:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Purpose of booking/Name of event:** \_\_\_\_\_

**Requested day(s) and times:** \_\_\_\_\_

**Estimated number of attendees to your booking/event:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_