



1st Byattunga Scout Group

Hall Hire Conditions

1st Byattunga Scout Hall **84 Awaba Street, Morisset**

The primary purpose of this property is for scouting use. Bookings for regular scout meetings and ad hoc day time or weekend use by the scout group take priority over any hiring of the hall. Booking requests need to be checked with scout leaders prior to final confirmation of availability.

This property is owned by the Scout Association of Australia New South Wales Branch and conditions of use are prescribed by the Scout Association of Australia New South Wales policies and procedures as well as further rules as determined by the 1st Byattunga Scout Group Committee who are responsible for the day to day management of the hall.

Hire of the hall can be either for one-off use or regular use. Should a hirer wish to use the premises more than six (6) times a year, casual hire is not appropriate, in that case a licence agreement for regular use should be completed with Scouts NSW, via 1st Byattunga Scout Group. There is a one off \$90 licence fee, payable to Scouts NSW.

Hall Hire Rates

Bookings and enquiries can be made by texting your name, potential hire date/times, hire purpose & number of expected attendees to our **Hall bookings coordinator, Felicity** on **0410 653 718**.

Hire rates are periodically subject to change. The following charges are effective from May 2022:

Weekdays

Minimum of 2 hours.

6am to 5pm \$15.00 per hour

Weekends

Minimum of 5 hours.

Saturday and Sunday 6am to midnight \$25.00 per hour

Bond

A security bond of \$500, together with the hire session charge must be paid at the time of booking (GST is **not** applicable). Bond will be refunded, subject to a satisfactory post-hire inspection (see Refund of Bond section)

Bond + Hire Payment can be made by direct transfer to:

Account Name..... 1st Byattunga Scout Group

BSB 650-000 (Newcastle Permanent)

Account..... 556141001

Reference..... "yymmdd" Hall Hire or an invoice can be issued if required.

Contacts for Emergencies

Hall Bookings Coordinator Felicity, 0410 653 718

Group Chairperson Jo, 0413 660 765

Scout Leader in Charge Rick, 0455 517 543

General Rules of Hiring

Any [NSW Government Covid Guidelines](#) need to be followed at the time of hire.

Hirer must be over 18 years of age to hire the Hall.

The hirer will need to estimate the number of attendees.

ALL lights are to be switched off on exit of the hall (note: there are 2 switches in the boys toilet, 1 of them is a light in the main hall).

The booking is confirmed when a signed hire agreement and funds have been received, until then it is a tentative booking only.

Cancellations

Cancellations made with less than seven (7) days notice, but not less than 24 hours, will incur a \$25 charge. Cancellations with less than 24 hours notice will incur the full hire charge. Such charges may be deducted from the bond.

Cleaning

If it is deemed necessary to clean the hall, you will be charged a \$75.00 cleaning fee. If excessive cleaning is required, your bond may not be refunded. All breakages and damages must also be paid for.

Rubbish is not to be put into the scout hall wheelie bins. **Failure to remove rubbish from the premises will result in a cleaning fee being charged.**



No smoking within 100 meters of the hall. Cigarette butts being left in hall grounds or around the hall will result in a cleaning fee being charged.

Security

If the Hall is left opened (i.e. not locked up or not locked properly) it will be deemed to be in use, **and charged at \$50.00 per hour.**

A key box code will be supplied prior to hire, it is the hirer's responsibility to ensure the key is returned to the key box and ensure the key box is correctly secured. If the key box is not secured the hall will be considered as not locked up properly **and charged at \$50.00 per hour.**

Refund of Bond

Refund of bond will be made by Direct Transfer, it is the hirer's responsibility to supply banking details.

As long as there are no issues, the refund of bond will be done within three (3) working days after the hire session and after banking details are supplied.

The Hall will be inspected before and after each hire session. Hirers should note that any breakages and / or damage to the Hall will be charged to them as a condition of the booking acceptance, and will be deducted from the bond.

If the Hall requires cleaning and/or there are breakages, the Committee will decide at a meeting whether to refund the bond, and charge any extra monies for breakages. This will cause a delay to the bond refund.

DO:

- ✔ Clean up any spills of any kind immediately to prevent damage.
- ✔ If using the kitchen, clean any utensils and appliances after use. Detergents are provided. The Hirer must provide their own tea towels, dishcloths and scrubbers.
- ✔ Avoid scratching the floor by dragging furniture around. Please move all items with care.
- ✔ Dispose of your own rubbish sensibly by taking it with you.
- ✔ Make sure all windows and doors are properly secured and all electrical items are turned off.
- ✔ Ensure all lights are switched off when leaving, including bathrooms.

DO NOT:

- ⊗ Bring or use electrical or other appliances into the Hall that are inappropriate (i.e. electric BBQ's, hot plates or grills, etc).
- ⊗ Use gas appliances inside the Hall.
- ⊗ Consume alcohol on or around the scout hall
- ⊗ Deface the walls or paintwork with pinned-on decorations or posters.
- ⊗ No naked flames in the hall, other than candles on a birthday cake

Alcohol

No alcohol to be consumed in or around the scout hall.

Our Neighbours

Last but not least, please respect the hall neighbours. Our group has a good relationship with neighbours and they will contact us if there are any issues.