



HALL HIRE INFORMATION

How many people can the Hall accommodate?

The hall can seat around 100 people for a meeting and around 80 people at tables

Can I inspect the Hall?

You can view photos of the hall on our website at: www.reservoirscouts.com.au. If required, a closer inspection can be arranged by emailing: hallhire.1streservoir@gmail.com

What type of functions can the Hall be used for?

We encourage the hall to be utilised for family gatherings, fitness classes and community groups.

Can I hire the hall for children's parties?

Yes. We welcome parties for younger children with parental supervision. We are unable to hire the hall for teenage parties for groups aged in the 15 to 30 years age bracket.

Can I hire the hall for a 16th, 18th, 21st, bucks' or hens' night party/celebrations?

No. Due to the Hall's proximity to residential housing, we do not hire out the hall for evening parties. This is in respect for and minimise disturbances to our surrounding neighbours and wildlife in Edwardes Lake Park!

How much does it cost?

Note: Hall Hire is not available on Monday, Tuesday, Thursday and Friday evenings after 5pm during school terms; these are our Cub, Scout and Joey nights.

- Weekday hire - \$300; minimum 3 hours, available from 9am to 5pm
- Weeknight hire - \$300; from 6pm to midnight (limited availability)
- Weekend hire - \$500; available from Saturday 12pm to Sunday 12pm
- Regular (recurrent booking) hall hire - \$500 per term; 1 day a week during the weekday

Special arrangements for Scouting Groups and other not-for-profit community groups. Price on application.

When can I gain access for setting up?

This depends on whether there are existing bookings for the same day. When available, extra time can be booked for setting up as outlined below. Generally, we like for you to work within our specified hall hire times. The key will be handed over at a mutually convenient time on receipt of the \$200 bond.

Can I book extra time so I can set up before my function?

Yes. Only if the venue is available. The cost is \$100 for a second half day.

Is the Scout Hall a smoking venue?

No. This is a non-smoking venue. **Smoking is not permitted anywhere on the premises.** Furthermore, butts are not to be discarded around the entrance or in Edwardes Lake Park.

Are animals or pets allowed at the Scout Hall?

No. Animals or pets are not permitted on premise. However, trained Guide Dogs and Therapy Dogs are permitted.

Where is the car park?

Parking is available at Edwardes Lake Park, along Leamington Street and Griffiths Street. This is limited to 2 hours during the day (Monday to Saturday), but unlimited after 6pm.

Does the Scout Hall have disabled access?

The Scout Hall is on ground level; however we do not have disabled toilet facilities.

How do I secure a booking and when do I pay?

1. Email hallhire.1streservoir@gmail.com to check the availability of dates (please allow 24-48 hours for a reply). If the hall is available, you will be sent a hall hire lease agreement to fill in. A completed Hall Hire Lease Agreement will confirm your booking.
2. Email the completed Hall Hire Lease Agreement and signed form to: hallhire.1streservoir@gmail.com Including a copy of the hall hirer's photo ID and Driver Licence.
3. Full payment of hall hire must be paid to confirm your booking. No tentative bookings are accepted.

Payment must be received at least 14 days prior to the booking date via EFT as follows:

1st Reservoir Scout Group

BSB number: 033-297 (Westpac Bank, Reservoir) Account number: 274424

In the **Remittance** field, make sure you include the name of the hirer (eg. Reservoir Tai Chi Group)

In the **Description** field, use HALL HIRE and the hall hire date (eg. HALL HIRE 11 MAR 2017)

4. The refundable \$200 bond/key deposit is due separately, on receipt of the key.

Are there any cancellation fees if I choose not to use the Hall?

Yes. All cancellations and requests for changes to bookings must be made in writing to the Hall Hire Coordinator. A \$50 cancellation fee is charged up until 14 days prior to the booking date. After this time, the full hall hire fee is non-refundable.

Is there a key deposit/security bond?

Yes. A fully refundable \$200 key deposit/security bond is due separately and must be paid on the day of receipt of key collection. The key will be given to the hall hirer 2-3 days prior to date of event and receipt will be issued. This bond is forfeited if the key is lost or not returned.

An inspection will be conducted after the function and the bond is returned via EFT within 14 days, dependant on the hirer having met all the conditions of the hire. The Hall Hire Coordinator is able to cancel any or all future bookings, if deemed inappropriate for the Scout Hall.

Are there any additional costs?

Any additional costs will be deducted from the bond. Any costs incurred in excess of the bond will be the responsibility of the hirer. These include, but are not limited to, damage to or destruction of the premises and damage to surrounding areas including residences.

When am I required to return the key?

By 12pm (midday) the following morning of your booking (unless prior arrangements are made with the Hall Hire Coordinator).

Am I allowed to decorate the walls and the structure?

Provided that all fixings, tapes, etc. causes no permanent damage and are removed at the end of the event. However, do not remove or touch any of the existing Scouts' work on the walls/noticeboards. Streamers and balloons must not be hung from the wall mounted fans. No smoke machines are permitted.

Can I use the open fire place?

No. You may not light a small fire in the fireplace nor put any rubbish in the fireplace.

Is catering available?

No. We do not do food catering. We only hire the space. You are welcome to use the stove/oven, fridge, microwave, kettle and urn so long as they are cleaned after use and not damaged.

Do you provide a Public Announcement (PA) system or audiovisual equipment?

No. There is no PA system or audiovisual equipment in the building.

How much noise am I allowed to make?

The Scout Hall is located in a residential area inside Edwardes Lake Park. Therefore, we do not want hirers who are going to disturb our neighbours and wildlife living in the park. Noise and music are to be kept to moderate levels and contained inside the hall by keeping the front door closed. Hirers are required to be considerate toward our neighbours when returning to their cars or accessing taxis.

Are plates and glasses provided?

The kitchenette has limited plates and glasses. If used, plates and glasses must be washed, dried and stored away in the cupboards provided. However, we recommend you to bring/supply your own, in particular for larger groups.

Are tables and chairs provided?

Yes. There are 18 trestle tables seating 6-8 and 76 stackable plastic chairs for around 75 people. Tables and/or chairs should be restacked into the hall hire room.

Am I required to clean the hall?

Yes. You are required to clean the Hall and leave it as found. All balloons, decorations, etc must be removed. Any items used must be washed, dried and stored away in the cupboards provided. Tables or chairs should be restacked into the hall hire room. All food items need to be removed from the kitchen, including the refrigerator. Floors need to be swept and mopped (brooms, bucket, mop and cleaning supplies are located in the hall hire room) and all kitchen surfaces wiped down. Cleaning extends to any litter or cigarette butts that may have been dropped outside the entrance. Failure to do so will result in a charge being levied against the key deposit (security bond). **Note:** There is a regular booking on Monday mornings so **cleaning must be completed by Sunday 12pm.**

Am I required to remove my rubbish?

Yes. You are required to remove all rubbish from the premises to your own bins. Bins in Edwardes Lake Park are the property of Darebin Council and are for parkland use, not for our use. No rubbish is to be left on the kerb side. We recommend you bring a few sturdy garbage bags with you.

Am I required to lock up the Hall?

Yes. To ensure the hall is clean and all windows and doors are locked when leaving the hall. If the hirer cannot be there to lock up at the end of the function, please arrange for a person to assume responsibility on behalf of the hirer in their absence and advise the Hall Hire Coordinator of this person's name and contact details accordingly.

Public Liability Insurance

1st Reservoir Scout Group's public liability insurance does not cover non-Scouting functions held on its premises. It is the responsibility of the person or organisation hiring the hall to obtain their own public liability insurance to cover their function. The hirer accepts full responsibility for each person occupying the hall during the approved period of use. We also ask you to also register your party/event with the Victoria Police Partysafe Program.

http://www.police.vic.gov.au/content.asp?Document_ID=9566

Alcohol

1st Reservoir Scout Group does not have a liquor licence. We are happy for you to responsibly consume alcohol inside our premises but not outside of the Scout Hall or in parklands area. If you intend to sell alcohol at your party/event, you will require a liquor licence which must be shown to the Hall Hire Coordinator before your function. Further information can be found at www.vcglr.vic.gov.au If alcohol will be consumed on premise, we ask you to also register your party/event with Victoria Police Partysafe Program.

http://www.police.vic.gov.au/content.asp?Document_ID=9566

IMPORTANT:

Please ensure that you have read this document carefully before signing the Hall Hire Lease Agreement form.

1st Reservoir Scout Group reserves the right to cancel any booking or not to accept any booking that we consider inappropriate for the Scout Hall.

FURTHER ENQUIRES: hallhire.1streservoir@gmail.com