



*Incorporating -*

≈ Kendall School of Arts

≈ CTC@Kendall

≈ Kendall Rural Transaction Centre

## RULES AND CONDITIONS OF HIRE

### - KENDALL SCHOOL OF ARTS -

Kendall School of Arts was built by residents using locally cut and milled timber between 1908 and 1910 when it was officially opened. The land on which it stands, originally a Camping Reserve, was set aside 'as a site for School of Arts at Kendall (Private Village)' in 1892. It remains Crown Land under the control of the NSW Lands Department and is administered by trustees appointed by that Department.

Following the loss of the supper room roof during a gale in 1983, the hall was completely restored by volunteers who also managed a Community Employment Scheme. It was reopened in 1987 and has been the focus of district activities for nearly a century.

Kendall School of Arts is in full time use. Many different community activities and meetings are held there. There is a good sized stage and its superb acoustics are widely admired. It is the home of several major events and festivals and remains the social and cultural hub of the district.

The side rooms are occupied by the Centre Manager's office and the Community Technology Centre which was established in 2003.

### - KENDALL RURAL TRANSACTION CENTRE -

Officially opened in 2005 by The Hon. Mark Vaile MP, Minister for Trade and Member for Lyne, the RTC houses a branch of the Bendigo Bank, Centrelink Access Point, and provides rooms for visiting para-medical practitioners, TaxHelp, and CountryLink bookings, along with The Meeting Place, a small café operated by volunteers.

The project was jointly funded by the Australian Government and Port Macquarie-Hastings Council.



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#### **SCHOOL OF ARTS FACILITIES:**

- **Stage:** lighting, curtains and two dressing rooms
- **Hall:** capacity for 160 people seated - 180 chairs, 10 folding tables, 4 trestle tables, ceiling fans, electric wall heaters.
- **Kitchen:** 3 urns, electric stove, refrigerator, dishwasher, crockery & cutlery - setting for 60 (available through Manager)
- **Supper Room:** 3 large fixed-leg tables
- **Toilets:** Internal male and female toilets and a separate disabled toilet
- **Other:** Front verandah and a large north-side deck for informal gathering

#### **RTC FACILITIES:**

- **Small Conference Room:** meeting room for 6 - 8 people
- **Large Conference Room:** meeting for 25 - 30 people theatre style or 50 people seated
- **Reception area:** reception facilities for visiting practitioners
- **Kitchen:** considered application only
- **Toilets:** internal male and female disabled toilets

#### **FEES & CHARGES:**

- **Casual Hirers:**
  - A bond of \$50 is required at the time of booking.
  - If alcohol is to be consumed a bond of \$100 is required and the names of two non-drinking attendees must be given to the Manager at the time of booking.
  - Bookings are not confirmed until bonds have been paid.
  - Full rent must be paid prior to commencement of the event.
  - No keys will be issued until required payment/s are made.
  - All cheques to be made out to Kendall Community Centre.

#### ● **Community Groups:**

- Community Rate applies to charities, non-profit organisations & religious organisations.

#### **HOURS OF OPERATION:**

- 7am – 12 midnight  
No function or event shall start before 7am nor continue past 12 midnight

#### **KEY/S:**

- The key/s may be collected from the Manager or her nominee; They should be returned to the Manager no later than the next working day.

***The committee reserves the right to refuse any hirers.***

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**Kendall School of Arts - HIRE RATES**

	<b>UNIT</b>	<b>TOTALCHARGE (GST incl)</b>
Daily Hire - permanent (to 6.00pm)	per hour	\$6.60
Daily Hire - permanent (to midnight)	per hour	\$7.70
Community Rate: Daily Hire - permanent (to midnight)	per hour	\$5.50
Daily Hire - casual (to 6.00pm)	per hour	\$11.00
Daily Hire - casual ( to midnight)	per hour	\$12.10
Exclusive Use of Hall, Supper Room & Deck	per day per half day	\$100.00 \$60.00
Storage Cupboard	per week	\$2.20
Crockery & Cutlery for hire (see <i>Manager</i> )	up to 30 places up to 60 places	\$11.00 \$22.00

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**Kendall Rural Transaction Centre - HIRE RATES**

	<b>UNIT</b>	<b>TOTAL CHARGE (GST incl)</b>
<b>Corporate Rates</b>		
Small Conference Room	per hour	\$22.00
Large Conference Room	per hour	\$27.50
Large Conference Room	per day (6hrs)	\$132.00
<b>Community Rates</b>		
Small Conference Room	per hour	\$13.20
Large Conference Room	per hour	\$16.50
	<i>Minimum 2 hour booking</i>	

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	<i>Minimum 2 hour booking</i>	

#### **BOOKINGS:**

- The Manager of the Community Centre, Alison Haylett, is responsible for taking bookings and receiving payments. The office number is 6559 0055 and it is open Monday to Friday 10.00am to 4.00pm.
- Permanent bookings may be made and must cover a period of not less than 6 months, with the hall being used at least twice a month. Payment for permanent bookings must be kept at least one month in advance of use.

#### **PUBLIC LIABILITY INSURANCE:**

- All activities in the School of Arts are to be covered by public liability insurance to the value of \$10 million.
  - Incorporated organisations must carry their own public liability insurance and evidence of this must be provided at time of booking.
  - The Community Centre can provide public liability insurance to non-incorporated groups and individuals under the following conditions:
    - The insured limit of indemnity is \$10 million;
    - The policy covers only hirers of facilities that have been specified to our Insurer;
    - The Community Centre management must be advised immediately in the event of any incident that may result in a claim against the policy.

#### **CONDITIONS OF USE:**

- The Centre will not be responsible for loss or damage to property belonging to hirers or people attending their events.
- The hirer will be responsible for damage done to the building or its fixtures and fittings.

#### **On leaving the buildings:**

- Turn off all lights including stage and toilet lights
- Ensure all windows and doors are locked
- Ensure no furniture is left on the verandah or deck
- Tables in School of Arts are to be folded flat and placed against the east wall
- Chairs in School of Arts are to be stacked against the southern wall
- Dishwasher is to be emptied
- Kitchen facilities are to be left thoroughly clean
- Any breakages are to be reported to the Manager
- All rubbish is to be removed from the building and placed in the appropriate bin.

#### **SMOKING:**

- Smoking is not permitted inside the building.

#### **ACCEPTANCE OF CONDITIONS:**

PAYMENT OF BOND TO CONFIRM BOOKING WILL BE DEEMED AGREEMENT TO THESE CONDITIONS.

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