# - KENDALL COMMUNITY CENTRE -

## Hire Rates and Terms & Conditions of Hire - 2025

### ** COMMUNITY HALL

| COMMERCIAL HIRE | Per HOUR | PRIVATE & NOT-FOR-PROFIT | Per HOUR |
|---|---|---|---|
| Hall (incl Supper Room) | $20.00 (from 01-05-25) | Hall (incl Supper Room) | $15.00 (from 01-05-25) |
| A bond of $150 is required, or $350 if alcohol is to be consumed on the premises, at time of booking. | | | |

### ** RURAL TRANSACTION CENTRE

| COMMERCIAL HIRE | Per HOUR | PRIVATE & NOT-FOR-PROFIT | Per HOUR |
|---|---|---|---|
| Dining Room | $17.00 | Dining Room | $11.00 |
| A bond of $150 is required, or $350 if alcohol is to be consumed on the premises, at time of booking. | | | |

**** FEDERAL & STATE ELECTIONS: $375 per day** **** COUNCIL FUNCTIONS: $250 per day**

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**BOOKINGS:**

The Kendall Community Centre ("the Centre") is responsible for taking bookings and receiving payments. The office number is **6559 0055** and office is open **Monday to Friday 9am to 1pm**.

Permanent bookings may be made and must cover a period of not less than 6 months, with the facility being used at least twice a month. Payment for permanent bookings must be kept at least one month in advance of use.

**BOND:**

A General Bond of $150 is payable by all hirers at the time of making the booking or when collecting the keys.

For alcohol related events the Bond is $350.00.

Bonds are refundable if the Hall and all equipment is left clean and undamaged and hirers have complied with Conditions of Use.

**PUBLIC LIABILITY INSURANCE:**

All activities in Centre facilities are to be covered by Public Liability Insurance to the value of $20 million.

Incorporated organisations must carry their own public liability insurance and evidence of this must be provided at time of booking. A copy of the Certificate of Currency is required.

The Centre can provide public liability insurance to non-incorporated groups and individuals under the following conditions:

1. The insured level of indemnity is $20million.

2. The policy covers only hirers of Centre facilities that have been specified to our Insurer.

3. The Centre must be advised immediately in the event of any incident that may result in a claim against its 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 any damage done to the building or its fixtures, fittings and equipment.
- No barbeques are to be held on the deck, under the sails or on the verandah, they may only be held on the open ground.
- No heating equipment is to be used inside the building apart from that provided as part of the Centre.

**ON VACATING THE BUILDING**

- Turn off all **lights** including **stage**, **toilet** and **outdoor lights.**
- Ensure all **windows and doors are locked**, especially the door in the kitchen onto the **back landing & steps.**
- Ensure **hot water heater and fridge** in kitchen are turned off.
- Turn off all **air conditioners** if used and ensure the remote is returned to holder in kitchen.
- Turn off all **ceiling fans.**
- Ensure no furniture is left outside on the verandah or deck
- Tables in the Hall building are to be folded flat and placed against the eastern wall.
- Chairs in the Hall building are to be stacked against the southern wall.
- Kitchen facilities are to be left thoroughly clean.
- Any breakages are to be reported to the Centre.
- All rubbish is to be removed from the premises **– hirers must dispose of their own rubbish.**

**PAYMENTS:**

Can be made at The Kendall Community Centre (Cash or Card) **or** Bank transfer: The Kendall Community Centre
BSB 704-189 Account no. 1102 3985

## Smoking is not permitted inside any of the buildings.

***Payment of the Bond to confirm the booking will be deemed agreement to these conditions.***

**NON-COMPLIANCE WITH ANY OF THE ABOVE CONDITIONS MAY RESULT IN THE BOND BEING WITHHELD OR REDUCED AMOUNT RETURNED TO HIRER.**