



**PEARL BEACH  
MEMORIAL COMMUNITY HALL  
HIRE GUIDELINES**

**July 2019**

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## HALL HIRING GUIDELINES

The Pearl Beach Community Hall Hire Guidelines provide a framework for the Pearl Beach Progress Association to manage the hiring of the Community Hall.

The Guidelines apply to all groups and individuals hiring the:

Pearl Beach Memorial Community Hall  
9 Diamond Road  
Pearl Beach NSW 2256

The Guidelines aim to ensure that a range of user groups is dealt with fairly and equitably and that the hiring is for the benefit of the Pearl Beach Community.

The Association makes the Hall available for hire by groups and individuals for the purpose of holding their meetings, activities, and events.

Priority for the use of the Hall will be given to Pearl Beach Progress Association and Pearl Beach Community Groups.

Use of the Hall requires:

- agreement by the hirer to comply with the Terms and Conditions of Hire;
- payment by the hirer of the required fees;
- approval by the Booking Officer.

The Hall is not to be used for the purpose of holding any activities that may be considered discriminatory or inappropriate.

The Guidelines are available for public inspection on the Pearl Beach website [www.pearlbeachprogress.org.au](http://www.pearlbeachprogress.org.au) or write to:

The Hall Booking Officer  
9 Diamond Road  
Pearl Beach NSW 2256

## FACILITIES & EQUIPMENT

- The Hall has ramp access and a unisex disability access toilet
- The Hall has a fully equipped commercial kitchen with all the utensils, crockery and cutlery to cater for 100 people.
- If the kitchen is required for a Commercial single hire (private function or wedding) then an additional fee of \$200 applies.
- There are table cloths available for hire. The fee covers the cost for dry cleaning.
- The Progress Association does not hire equipment for outside private events.
- The tables and chairs in the Hall may only be used, with the authorisation of the Administration Officer, for off-site for Community functions and must be returned to the Hall the same day.
- Hirers should not move or change the configuration of the stage. If any changes are required notify the Hall Administrator of your requirements.

## CAPACITY

- For a seated function the maximum number of people of 100 is optimal
- There are 20 rectangular tables that each seat 8 people.
- Alternatively there are 10 round tables that can seat 8 or 9 people
- Sufficient chairs are available to meet the seating capacity
- The limit for stand-up functions is 120 people.

## AVAILABILITY AND BOOKING

- The Hall Booking Officer manages the Hall hiring calendar.
- Priority is given to the Pearl Beach Progress Association and Pearl Beach Community Groups
- A booking is only entered on the Calendar following completion of the documentation and **payment of the deposit.**
- The Hall Administration Officer is responsible for liaising with the Treasurer to issue invoices

## TERMS AND CONDITIONS OF HIRE

### 1. Noise Abatement:

The Hall is located in a residential area. The amenity of local residents must be protected. All loud noise and music must not disturb neighbours and must cease by the curfew.

### 2. Curfew

All groups using the Hall must comply with the curfew times.

- On Friday, Saturday or any day preceding a public holiday, loud noise and music must cease by 11:00pm and the Hall must be vacated by 11:30pm.
- On all other days, sessions must end by 10pm.

### 3. Occupational Health & Safety

All hirers must be aware of their responsibilities for the safe use of the Hall and the equipment in the Hall. Any instructions for the use of equipment must be observed and if uncertain seek assistance. Any issues, concerns or damage should be reported as soon as practicable to the Hall Bookings Officer and entered in the Incident Book

### 4. Fees

Charges are determined by the User Group Category (see Fees Summary below)  
Any discounts or changes to the fees will be determined by the Executive Committee

### 5. Bond

Commercial Hirers (User Group Category 5) are required to pay a bond. The bond will be refunded provided there are no breakages and the Hall is left in a clean condition. Should the Hall require cleaning a fee of twenty five percent (25%) of the bond will be deducted. All breakages will also be deducted from the bond.

### 6. Payment of Fees

- User Group Category 3 - Payment due quarterly
- User Group Category 4 - Payment due within 30 days of receiving an invoice
- User Group Category 5 - Deposit must be made to confirm booking and full payment is due at least 30 days prior to event.
- Arrears Of Fees –for Commercial multiple hirers (User Group Category 4) the Hall booking may be cancelled beyond 60 days in arrears

### 7. Cancellation:

If a booking is cancelled the deposit will be refunded on the following basis:

- 30 days notice of cancellation - 100%
- 15 days notice of cancellation - 50%
- 7 days notice of cancellation - 25%

### 8. Inappropriate Use:

The Hall is not to be used for the purpose of holding any activities that may be considered discriminatory or inappropriate.

## FEES

Individual or group hirers have been classified into five user categories with associated level of fees and charges, according to type of Hall booking requirements.

### **USER GROUP 1. PEARL BEACH PROGRESS ASSOCIATION**

Charge – Nil. This category covers all the bookings relevant to the operations of the Association including:

- PBPA Meetings
- PBPA Events
- Community meetings
- PBPASAG Training Sessions

The Association Events and Meetings bookings for the subsequent year will be provided to the Booking Officer by the Events Committee Coordinator. Advice about these bookings will be provided to the regular hirers.

### **USER GROUP 2. COMMUNITY GROUPS – non-profit**

Charges - See Charges and Fees Summary below. Fees must be paid quarterly each financial year.

This category covers all the bookings undertaken by not for profit community clubs or groups operating within Pearl Beach. Exemptions are determined by the Executive. It includes:

- Aboriginal History Group/Guringai People Working Group
- Art/Craft Group (e.g. Craft Fair)
- Darts
- Mah Jong
- Pearl Beach Singers \*
- Playgroup
- Crommelin Native Arboretum
- Pearl Beach Tennis and Recreation Club

*\* denotes exemption*

### **USER GROUP 3 – COMMUNITY INITIATIVES**

This covers all the bookings undertaken by members of the Association for the purposes of a Community initiated project that is endorsed by the Executive; for example:

- Annual Community Christmas Dinner.
- Wakes/memorials. The Hall available for Wakes and Memorials and a donation would be appreciated.

### **USER GROUP 4 COMMERCIAL – Multiple Hire**

Charges - See Charges and Fees Summary below. Payment of Fees is due within 30 days of receiving an invoice. The Hall booking may be cancelled if payment of fees is beyond 60 days in arrears

This category covers all the bookings undertaken by commercial ventures open to the Pearl Beach Community that have ongoing bookings. Priority for bookings is given for Association events approved by the Executive. It includes:

- Yoga Classes
- Pilates Classes
- Men's Stretch Classes

Regular hirers will be invoiced on a monthly basis and are requested to make bookings for the following calendar year by 31<sup>st</sup> December of the preceding year.

### **USER GROUP 5 COMMERCIAL- Single Hire**

Charges - See Charges and Fees Summary below.

A Bond applies. A Booking is only confirmed once a deposit of 25% is received,

This category covers all other bookings for the Hall including:

- Weddings
- Private functions
- Other e.g. Electoral Polling Booth

For Commercial single hire bookings, there is the facility to hire the Hall as an alternative venue as back up for outdoor functions in the event of bad weather. A non-refundable fee applies if the Hall is not used. Should the Hall be required then applicable charges will apply less the amount already paid.

All bookings need to include set up and clean up time. Curfew details are included in the Terms and Conditions

## HIRE CHARGES AND FEES SUMMARY

User Group Category					
	1. Pearl Beach Progress Association	2. Pearl Beach Community Non-Profit	3. Pearl Beach Community Initiatives	4. Commercial Multiple Hire	5. Commercial Single Hire
Weekends & Public Holidays 8.00am-11.30pm	Nil	\$10 per session	Donation	\$30 per session 1 ½ hours	\$80 per hour  (Minimum 4 hour Booking)
Weekdays	Nil	\$10 per session	Donation	\$30 per session 1 ½ hours	\$50 per hour  (Minimum 4 hour Booking)
Setup & Take-down Time					\$40 per hour
Use of Kitchen					\$200
Table clothes					\$12 each
Event Back-up Reservation					\$200
Bond	N/A	N/A	N/A	\$500	\$500

**NOTE: IF YOU HAVE NOT PAID YOUR DEPOSIT YOU DO NOT HAVE A BOOKING**



**PEARL BEACH MEMORIAL COMMUNITY HALL BOOKING FORM**

<b>CONTACT DETAILS</b>			
Name of Hirer:		Address:	
Email:		Telephone No:	
<b>HIRE DETAILS</b>			
Date of Hire			
Nature of Event			
Estimated No. of Guests			
Duration of Event	Start Time	Finish Time	Number of Hours
Set Up & Pack Up Times			
Use of Kitchen	YES / NO		
<b>COST BREAKDOWN</b>			
	Hourly Rate	Number of Hours	\$ Amount
Event Time			
Set Up / Pack Up Time			
Use of Kitchen			
Bond (Refundable)			
<b>TOTAL (GST Not Applicable)</b>			
Deposit Required 25%			
Balance Payable At Least 1 Month Prior to Event			
Payment Methods: <ul style="list-style-type: none"> <li>• Direct Deposit: <b>Bendigo Bank – BSB 633-000 Account - 164913360</b></li> <li>• Cheque: Payable to <b>Pearl Beach Progress Assoc. Inc. (Attention Treasurer)</b></li> </ul>			
Payment of bond, deposit or rent constitutes an offer to rent Pearl Beach Memorial Hall on the Terms and Conditions of Hire set out in the Pearl Beach Progress Assoc. Hall Hire Guidelines.			
<b>Signed:</b>			<b>Date:</b>
<b>Office Use Only:</b>			
<b>Date Deposit Paid:</b> <b>Amount Deposit Paid:</b> <b>Booking Confirmed On Calendar</b>			