

# Memorial Hall & WB Eva Pavilion

## CONDITIONS OF USE

### **SMOKING IS PROHIBITED IN ALL PUBLIC BUILDINGS AT ALL TIMES**

DURING YOUR PERIOD OF HIRE IT IS THE RESPONSIBILITY OF THE PERSON NAMED ON THE BOOKING FORM TO TAKE ALL REASONABLE CARE OF THE FACILITY AND ITS CONTENTS AND TO LEAVE THE VENUE IN A CLEAN AND TIDY STATE.

- › Permission to decorate must be sought at the time of booking. No decorations or posters to be attached directly to any wall. All decorations are to be removed.
- › Hirers are to adhere to booked times only. If additional time is required for set-up or clean-up it needs to be booked.
- › All indoor bins are to be emptied into the outside bins.
- › Floors are to be swept clear of all debris. Mopping is not required unless there has been a spill.
- › Kitchen and bar area are to be left clean and tidy. Crockery and cutlery are to be left in a clean state, put away, with all equipment in working order.
- › Dish and glass washers are to be emptied and scrap filter rinsed.
- › Fridges are to be turned off, wiped out and doors left open.
- › All chairs to be cleared stacked and put away. Memorial Hall chairs to be stacked in corner of Lesser Hall & WB Eva Pavilion chairs to be stacked in the chair store.
- › All tables are to be cleared, wiped and put away. In the Memorial Hall trestle tables to be placed in racks face to face to prevent damage to surface of table.
- › Toilets are to be left in a clean and tidy state.
- › Ensure all doors/windows are locked, air con/heaters/fans, and lights are off prior to leaving the venue.
- › Breakages, damage or any problems with the facility are to be reported to the Shire the next working day. Any unreported damage will be charged to the hirer.

THESE CONDITIONS MUST BE STRICTLY ADHERED TO. AN INSPECTION WILL TAKE PLACE AFTER EACH FUNCTION.

**PLEASE NOTE: IF ANY OF THE ABOVE NEEDS TO BE COMPLETED BY SHIRE STAFF THE COST WILL BE CHARGED AT THE HIRERS EXPENSE OR DEDUCTED FROM THE BOND.**