



Murrumbidgee COUNCIL

MONASH PARK OVAL AND AMENITIES, JERILDERIE HIRING CONDITIONS

1. The venue shall be left in a neat and tidy condition after use;
2. For all public functions ALCOHOL MUST NOT be taken into any part of the building or upon the grounds unless the permission of the licensing court is obtained and the JERILDERIE POLICE are contacted. A bar **IS NOT PERMITTED IN ANY EXIT WAY**
3. Police shall be advised of date and time of all functions (ie. private and public).
4. Keys to be collected from, signed for, and returned to the Council Office.

PERSON OBTAINING KEYS FOR THE VENUE ARE RESPONSIBLE FOR THE RETURN OF THE KEYS, AND IN THE EVENT OF NON-RETURN ARE TO PAY FOR THE COST OF CHANGING THE LOCKS AND KEYS:

5. Person booking the Monash Park Oval and Amenities is responsible for payment of hire charges and compliance with these conditions;
6. The only decorations permitted are balloons and free standing decorations. Streamers and confetti are not permitted. No sticky tape, duxex or adhesive tape of any kind to be used in the building. No nails, staples, screws or the like to be driven into walls, architraves, floors, etc;

PERSONS BOOKING THE MONASH PARK OVAL AND AMENITIES FACILITIES SHALL BE RESPONSIBLE FOR ALL REPAIRS AND DAMAGES;

7. Decorations, bottles, etc. to be removed from the venue after function;
8. Smoking is strictly prohibited within the Monash Park Oval and Amenities
 - If damage occurs to flooring from cigarette butts, the hirer will be charged for repair of the surface damaged.
9. Under **NO** circumstances are any furnishings (ie: chairs or trestles) to be removed to either outside the venue (on the ground) or for other functions;
10. All crockery and cutlery to be washed and dried properly and returned to cupboards;
11. All fire extinguishers will be checked after each function and if any tampering has occurred the hirer will be charged for refilling and/or replacement.
12. Any damages, theft or otherwise, of furniture and fittings **MUST** be reported to the Manager of Development as soon as possible. All damages and breakages occurring during a function must be paid for by the hirer.
13. Functions to conclude at 12.00 midnight.
14. The Hirer shall provide sufficient staff to maintain order and comply with conditions of hiring;

15. Access to facilities shall not be before 12.00 noon on the day before hire unless other arrangements have been made with Council and agreed to (this clause allows cleaning and other duties to be completed prior to the function);
16. Use of the facilities shall not exceed 6 hours (unless additional times are approved by Council and appropriate fees (if any) pre-paid);
17. Lights, heaters, coolers, hot water system etc. to be switched off after use;
18. All windows shall be closed at the end of the function; and
19. All doors are to be LOCKED after each function.

All hiring applications must be made to the Council Office and no reduction in charges will be granted for any function without express sanction of Council. Hire charges **MUST** be paid before occupation of the venue (including security deposit where required).

NOTE: THE BOOKING IS NOT CONFIRMED UNTIL PAYMENT HAS BEEN RECEIVED.

Where the scale of fees and charges does not provide for any specific use of Monash Park Oval and Amenities, the rental for such use shall be fixed by the General Manager.

ATTENTION IS DRAWN TO: -

- a) One clause in the Conditions of Hiring which reads –
“PERSON OBTAINING KEYS FOR THE MONASH PARK OVAL AND AMENITIES IS RESPONSIBLE FOR THE RETURN OF THE KEYS AND IN THE EVENT OF NON-RETURN, ARE TO PAY THE COST OF CHANGING THE LOCKS AND KEYS”;
- b) A joint inspection may be undertaken with Council’s Cleaner, Zenda Purcell, prior to any function.
- c) Persons are reminded that the hirer shall be responsible for all repairs and damage during setting up, the function and clean up of the facility.