



Terms and Conditions for Use of Tooradin Public Hall

Tooradin Calisthenics Club

1. Purpose of Use

1. The Tooradin Public Hall (hereafter referred to as "the Hall") is to be used by the Tooradin Calisthenics Club (hereafter referred to as "the Club") solely for the purpose of conducting calisthenics classes, rehearsals, events and related activities.

2. Booking and Access

1. The Club secretary must submit a booking request via the online booking system and receive confirmation from the Hall Committee before use.
 - a) All details must be entered into the booking request to be valid.
 - b) A minimum of 1 week notice must be given via email - info@tooradinpublichall.com - of any amendment or cancellation of booking.
2. Booking types are as follows
 - a) Class times - 1 hour minimum
 - i) 30 minutes will be provided either side of your booking for set up and pack up.
 - b) Meeting times - 1 hour minimum
 - i) 30 minutes will be provided either side of your booking for set up and pack up.
 - c) Event times - 5 hour block
 - i) 1 hour will be provided either side of your booking for set up and pack up, unless not required.
3. Access to the Hall is granted only during the agreed booking times.
4. A registered, coded key will be provided. This must be signed for by the secretary of the Club.
5. The Club is responsible for ensuring all members, participants, and guests comply with entry and exit times.

3. Fees and Payments

1. You will be notified regularly about any changes to fees and charges, including increases or new fees.
 - a) No less than 30 days' notice will be given for any financial changes.
2. Usage fees are to be paid via direct transfer using the details provided on the electronic invoice by the 5th day of the following month.
 - a) E.g. March invoice is to be paid by April 5th.
3. Full payment of the invoice is required if a booking cancellation is not notified per clause 2.1.b)
4. Late payment of invoices will incur a \$25.00 fee
5. A security deposit of \$50 will be incurred for each allocation of a registered key.
 - a) The loss of this key constitutes forfeiture of the deposit.
6. Monthly storage fees apply to each storage space hired.
7. Any additional charges incurred (e.g., for extra cleaning, damage repairs, or overtime use) will be invoiced separately and must be paid within 14 days.

4. Conduct and Responsibility

1. The Club agrees to use the Hall in a respectful, safe, and responsible manner.
2. The Club is responsible for the behaviour of all participants and attendees.
3. Noise levels must be kept at a reasonable level to avoid disturbance to nearby residents.

5. Care of Facilities

1. The Club agrees to leave the Hall in a clean and tidy condition after each use.
 - a) Cleaning supplies can be found in the cleaning cupboard near the toilets.
 - b) All floors must be swept/vacuumed after each class and/or event booking.
 - c) All floors must be mopped upon the final class booking of the week and after any events.
 - d) Toilets must be checked to be in good, clean working order after each class and/or event booking.
2. All rubbish must be placed in designated bins.
 - a) Wheelie bins are collected on Monday mornings.

- i) Please return them to the bin cage at your Monday booking or, the next booking if not Monday.
- 3. Tables and chairs must be returned to their respective rooms.
 - a) Chairs must not be stacked higher than 8 – 9 chairs high.
- 4. All kitchen accessories must be returned to their correct cabinets and/or drawers.
- 5. Any damage to the Hall or its property must be reported via email - info@tooradinpublichall.com - immediately to the Hall office bearer, along with supporting photos.
 - a) The Club will be held liable for the costs of repairs or replacements where damaged has been a result of the booking.
- 6. Any maintenance requests must be reported via the online portal or email - info@tooradinpublichall.com - to the Hall office bearer at your earliest convenience, along with supporting photos.

6. Storage conditions

- 1. The Club shall use the storage space solely for the storage of Club goods that are non-perishable, non-hazardous, and legally owned by the Club. The space shall not be used for any unlawful purpose, habitation, or as a workspace.
- 2. The Club shall not store any items that are flammable, explosive, toxic, illegal, perishable, or otherwise deemed hazardous, including but not limited to propane tanks, firearms, fireworks, chemicals, and perishable food.
- 3. All items must be stored neatly inside the allocated cupboards. No items are to be left on the floor, stacked on top of cupboards, or spilling out of cupboards at any time. The storage space must be kept tidy and safe for all users.
 - a. Any items left outside of the cupboards are done so at the Club's own risk.
- 4. If the Club chooses to use their own lock and chain, they must provide a copy of the key to the designated hall office bearer for emergency access.
- 5. The Club is responsible for keeping the costume room clean and in good order. No alterations or installations may be made to the space without the Hall's prior written consent.
 - a. Access to the costume room is available 24/7 via the external door. However, if another hirer is using the hall, access is restricted to the costume room only, and the rest of the hall is not to be entered.
- 6. The Hall reserves the right to inspect the space with reasonable notice to ensure compliance with this agreement or in the event of an emergency.

6. Insurance and Liability

- 1. The Club must maintain appropriate public liability insurance and provide proof of coverage each year.
- 2. The Hall Committee accepts no responsibility for loss, theft, or damage to personal property brought into the Hall.
- 3. The Club indemnifies the Hall Committee against any claims arising from the Club's use of the Hall.

7. Compliance with Laws

- 1. The Club must comply with all applicable local, state, and federal laws and regulations, including fire safety.
- 2. In the instance of an event booking, if alcohol is to be sold, the required sale of alcohol permit must be obtained and a copy sent via email to info@tooradinpublichall.com
- 3. All events must be registered with the local police station.
- 4. Emergency exits must always remain clear.
 - a) There are 3 emergency exits at the Hall.
 - i) The main entrance out to the driveway.
 - ii) The dining room out to the carpark.
 - iii) The main hall out to the road.
- 5. The emergency evacuation meeting point is located on the other side of Tooradin Station Road, at the picnic tables along the inlet.

8. Termination of Use

- 1. The Hall Committee reserves the right to cancel or terminate the Club's booking or ongoing use of the Hall for breach of these terms and conditions, or if the Hall is required for emergency use.

9. Amendments

- 1. These Terms and Conditions may be amended from time to time by the Hall Committee, with reasonable notice (no less than 30 days) given to the Club.
 - a) Most amendments will take effect on either January 1st or July 1st unless otherwise advised.

10. Agreement

- 1. By submitting a booking request, the Tooradin Calisthenics Club agrees to comply with these Terms and Conditions for the use of the Tooradin Public Hall.