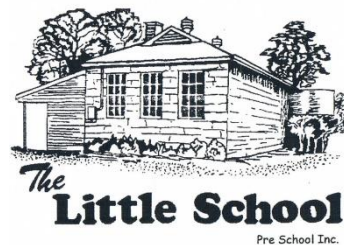


# Wongawilli Community Hall Checklist Instructions to Hirers



The following information forms part the Conditions of Use for Wongawilli Community Hall. The form is to re-inforce the conditions. The Management Committee may verbally advise the hirer of the following prior to a booking and at time of key pick up or if keys not issued, at time of final payment.

- **Keys**

- Key return arrangements (time – check times written are correct)
- Hirer is totally responsible for what happens during the booking and centre is used safely and is totally secured on exit. Costs may be incurred if keys lost or misused.

- **Additional costs & Bond return**

- Additional costs that may be incurred by hirer.
- Bond return arrangements (Centre checked, bond cleared/kept, keys/card returned, bond will be returned via direct banking deposit from The Little Pre-school Inc, please ensure you have provided your banking details as we do not have cash or chequing facilities on our accounts)

- **Use of Centre – watch these**

- Hirer to stay on site for the duration of the function – totally responsible.
- Hirer to keep to times on application form. Going over time will result in hirer being charged. Problems for others with bookings following – additional costs may be incurred by hirer as a result.

- **Lighting, air conditioning and PA system- where applicable**

- Shown lighting controls inside the hall/room hired.

- **Safety of guests/centre**

- Hirer responsible for safety of guests – misuse of equipment, inappropriate behaviour
- Hirer should get public liability insurance cover
- Hirer responsible for safety of centre – misuse of equipment, inappropriate use e.g. tap dancing on timber floor, ball games

- **Tables and Chairs**

- Setting up and packing up tables is a two person job. Always use correct lifting techniques. Follow the detailed instructions on the wall.
- All furniture should be left as per the detailed instructions on the wall.
- Always use the trolley and equipment provided.

- **Consider others**

- Hirer responsible for any environmental effects on neighbours (eg tyre screeching, noise to cease 1.00am, general behaviour, rubbish, leaving quietly etc.)
- Keep doors to rooms closed as much as possible to avoid noise/activity disrupting other users.

- **Emergency evacuation procedures**

- Shown map and procedure, location of exit doors

- Hirer to verbally advise guests of emergency evacuation procedures at start of function e.g. location of exit doors and assembly area, hirer responsibility
- Hirer to evacuate guests to nearest designated assembly area (as shown on map) – check toilets, stores, kitchens, halls on way out to ensure all have left
- Dial 000 and advise of problem
- Hirer to ensure no one returns to building until given all clear by Fire Brigade

• **Equipment & Clean-up**

- All portable electrical equipment, power boards, extension cords etc. to be tagged and tested by a licensed electrician. Any damage resulting from the use of electrical equipment not tagged and tested by a licensed electrician will result in a charge back to the hirer for repair.
- Shown furniture & equipment (storage, set-up options, pack up expectations)
- Shown cleaning equipment (storage, use)
- Shown kitchen appliances (how to operate and clean up requirements)

• **Building maintenance issues**

- Emergency maintenance procedures (e.g. building not lockable or secure, vandalism)
- Routine maintenance procedures (eg dripping tap)

---

All of the items ticked above were discussed with me prior to the booking and I understood each of the issues raised and procedures shown to me.

Name of Hirer: .....

Signature: .....Date: .....

---

Management Committee:.....

Signature: .....Date:.....

We welcome your feedback on the service we provide, please forward all feedback, including any areas of concern or ways in which we can improve our service to the community to the service management at [managementcommitte@thelittleschool.org.au](mailto:managementcommitte@thelittleschool.org.au)

Thank you