

# **CONDITIONS OF HIRE**

## **Montville Village Hall**

**The hirer of the Montville Village Hall acknowledges and accepts the following conditions in relation to the hire and use of the Montville Village Hall and its immediate surrounds.**

1. All exit doors must be unlocked for the duration of occupancy of the hall to comply with fire safety regulations.
2. The hirer is responsible for alerting all occupants as to the evacuation procedures and ensuring compliance with these in an emergency.
3. Cooking is only permitted in the kitchen with approved kitchen appliances.
4. Alcohol can only be sold with the appropriate permit, a copy of which must be provided to the Montville Village Association prior to the function.
5. Smoking is prohibited from the hall and its surrounds.
6. Music and loud noise must cease at 11.30pm and the hall must be vacated by 12.30am to comply with noise abatement regulations.
7. All breakages and damages are the responsibility of the hirer.
8. The hirer shall ensure all furniture, appliances and equipment are returned to designated storage locations in a clean and operational condition.
9. The hirer shall remove all rubbish from the hall and its surrounds.
10. The hirer shall ensure the hall is left in a clean and tidy condition, particularly the kitchen and toilet areas.
11. Before vacating the hall, the hirer shall ensure:
  - all appliances, lights and fans are turned off;
  - all taps and the water pump are turned off;
  - all doors and windows are secure.

**Failure to comply with these conditions may result in the forfeiture of all or part of the refundable security bond paid.**

Note: The Montville Village Hall is heritage listed and is maintained by Montville Village Association volunteers for and on behalf of the Montville Community.