



# Nebo Memorial Hall and Supper Room

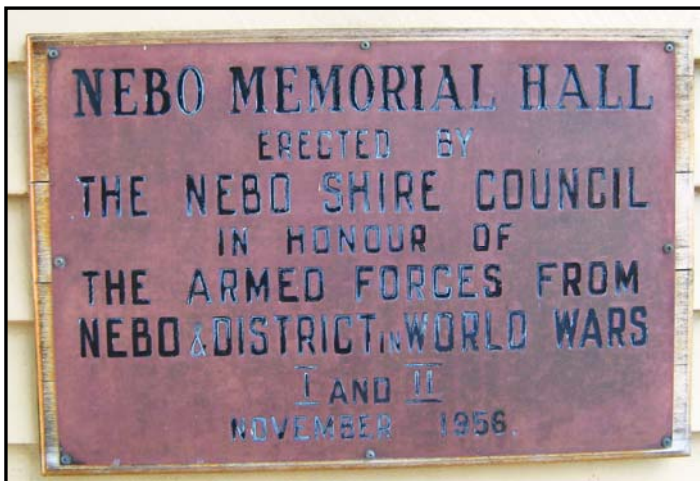
## Terms and Conditions of Hire

## 1. Background

The Nebo Memorial Hall was constructed by the Nebo Shire Council in 1956. It stands as a memorial to those who have fought in conflicts from the Nebo and surrounding areas. A Cenotaph and bronze sculpture stand in front of the Hall to help commemorate those that have served in Australia's armed forces during times of conflict and peace.

The building is a wooden construction.

The Hall is located in Reynolds Street and joins the Isaac Regional Council Office and Nebo Library.



## 2. Introduction

The Nebo Memorial Hall and Supper Room are available for hire by residents, groups and organisations. Bookings are coordinated through the Nebo Council Administration Officer. Phone 4949 4100 to make a booking and arrange for signing a Hire Agreement Form.

This document outlines the fees and charges associated with hiring the Memorial Hall and Supper Rooms as well as the hirer's responsibilities upon entering a Hire Agreement with Council.

## 3. Available Facilities



**From top left:** Supper Room, Kitchen adjoining Supper Room, Supper Room with view to Kitchen, Bar Area, Hall, chairs for hire, tables for hire.

## 4. Fees and Charges for Hire of the Nebo Memorial Hall and Supper Room

The following fees and charges for hiring the Memorial Hall and Supper Room were correct at time of publishing. To clarify current fees and charges please contact the Nebo Council Office on 07) 4949 4100.

### Nebo Memorial Hall and Supper Room Table of Fees and Charges

<b>BONDS</b>	<b>FEES AND CHARGES</b>
Supper Room	\$70.00
Half Hall	\$70.00
Full Hall – no alcohol	\$70.00
Full Hall – with alcohol	\$180.00
BBQ	\$140.00
Per Function	\$170.00
<b>HIRING CHARGES</b>	
Half Hall	\$62.00
Full Hall	\$110.00
Hall – school groups	No charge
Supper Room – local organisations	No charge
Supper Room – other organisations	\$37.00
<b>GENERAL</b>	
Table hire	\$6.60 per table
Chair hire	\$1.20 per chair
Karate and Dance Classes	\$16.00
BBQ hire – per day	\$36.30

## **4. Terms and Conditions of Hire for the Nebo Memorial Hall and Supper Room**

### **Cleaning**

The Hirer will be required to leave the venue that is the Nebo Memorial Hall and Supper Room in a clean and tidy manner.

A mop, bucket, broom, dustpan and brush have been provided in most buildings for cleaning purposes. In the Memorial Hall and Supper Room the cleaning equipment is stored in the Hall Bar area behind the fridges and in the Supper Room Kitchen Cupboard beside the large fridge.

The floors must be swept and, if necessary, mopped with a moist mop in the case of spillages or muddy shoes (for example). However, not all occasions require the mopping of the floor. If the Memorial Hall or Supper Room is hired for the purpose of holding a large function, for example: a dance, cabaret or wedding, then the floors must be mopped.

No kerosene is to be used on the floor. Use a small amount of disinfectant and washing up detergent in the mop water.

Crockery in the Supper Room is the property of the Nebo QCWA. Please negotiate with them to organise hire. Any crockery or cutlery used must be washed, dried and returned to the correct cupboard. Detergent is supplied for this purpose. If the hirer uses a dishwasher at any of the Council venues then it must be emptied and left open for airing. Similarly, any microwaves must be wiped clean after use. If refrigerators have been used, they must be turned off after use and left open to allow air to circulate inside. Please use the latches that have been attached to the refrigerators in the Memorial Hall and Supper Room to help keep these doors open.

### **Tables and Chairs**

Tables and chairs are to be wiped clean and stacked neatly in the Memorial Hall storage cupboard. If the tables and chairs have been hired for other purposes, other than for Hall use, the hirer must collect a key from the Nebo Council Office and stack the tables and chairs away, ensuring that they have been cleaned before they are returned.

Do not drag tables and chairs across the floor. Use the trolley provided to move chairs.

### **Air Conditioners**

Air conditioners may only be used for hire of the Supper Room and front half of the Hall. The dividing doors must be closed at all times. Air conditioners in other buildings when the building is for hire, can only be used when all windows and doors are closed. The air conditioners are only meant to cater to a small area.

### **Liquor**

If liquor is sold at a function, the hirer will be required to obtain the necessary Liquor Licence and provide a copy to Council. Functions are to cease at the expiration of the liquor licence. Please note that a licence is not required for a private function where liquor is not being sold, for example: a birthday party.

**Bar**

The bar area must be swept and mopped and serving benches wiped clean.

**Rubbish**

All rubbish is to be deposited in the wheelie bins provided outside of the building.

**Decorating**

Masking tape, sticky tape, thumb tacks, drawing pins, Blu Tack and other materials that damage the paint surface are not to be used on the walls for the fixing of decorations. Only use the cup hooks provided for this purpose or ask Council's permission otherwise. If decorations, such as streamers, are used they must be picked up and discarded in the rubbish bins provided.

Council's express written permission is required to use unusual decorations, such as hay bales, which may cause a fire or other hazard.

**Lights and Ceiling Fans**

The lights and fans must be turned off after use. Park lights are also to be turned off before vacating an area/venue. All fans must be turned off before streamers are thrown, as on New Years Eve, and all streamers must be clear of the fans before fans are restarted.

**Doors and Windows**

All doors and windows must be closed and locked before vacating the premises. Please report any breakages.

**Keys**

Keys must only be obtained from the Isaac Regional Council – Nebo Office. Keys may be collected during office hours:

8.26am – 5pm Monday through Friday

Keys are to be returned promptly after use during working hours OR deposited in the Nebo Library's After Hours Return Shute, adjacent to the library door, outside of office hours. However, Council does not take responsibility for any keys that have been claimed to be returned via this method. It is the hirer's responsibility to ensure the safe return of keys to the Nebo Council Office. An officer checks the return shute every morning before opening hours.

If a key is not found and it has been claimed returned via the shute the hirer's bond will not be returned. A minimum payment of \$28.35 will be deducted from the bond to pay for a new key to be cut and the associated administrative costs.

**Breakages**

All breakages or losses of equipment must be paid for or replaced.

**Bond**

Part or full bond may be retained by Council should if any of the conditions are not fully complied with. Council may also further bill the hirer if the amount to cover cleaning and damage exceeds the bond payment.

**Legislative Compliance**

It is the hirer's responsibility to comply with the following legislation:

- Fire and Rescue Act 1990
- Food Act and Food Regulations Act 2006
- Liquor Act 1992

Non compliance could result in a fine or eviction from the building.

**GENERAL ACCEPTANCE**

Acknowledgement and general acceptance of the Terms and Conditions of Hire, as stated above, will be assumed upon collection of the key or payment of hire fees and/or bond by the hirer and the signing of the Hire Agreement below.

Isaac Regional Council  
Chief Executive Officer

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**Hire Agreement**

I hereby confirm that I have read the Fees and Charges table and the Terms and Conditions of Hire for the Nebo Memorial Hall and Supper Room. I agree to abide by ALL terms and conditions of hire contained therein.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<p><b>OFFICE USE ONLY</b></p> <p>Council Officer Signature: _____ Date: _____</p>
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