

Section 355-Stoney Creek Area Management Committee
STONEY CREEK AREA MANAGEMENT COMMITTEE
ABN 95 933 070 982

Community Hall Hire

Please note that the hall is not available for 16th, 18th or 21st birthday parties, end-of-school functions or youth farewell parties.

Prior to hiring the hall

1. When the hall hire is for a function where alcohol is consumed (a. b. & c. apply):
 - a. You need to register on www.mynite.com.au and complete the three step function sign up.
 - b. Confirm with Queanbeyan police that the registration has been lodged
 - c. Email the hall manager when this is completed. We will then confirm with the police.
2. Confirm with the hall manager a time and date to meet at the hall for a run through of the facilities and collection of the key.
3. Sign off on the paperwork and payment, arrangements for electronic transfer can be made as detailed below. Proof of identity will be required - e.g. drivers licence.

Hall Hire Costs

The hall costs for hirers is as follows,

- Community groups \$22
- Hall Hire \$120 (local users), \$275 (from outside the local area) paid in advance
- Refundable bond \$250.00 (local users), \$1000 (from outside the local area)
- Gas charge between 1st April and 31st October \$55.00 (the hall has ducted gas heating).

Payment can be made by electronic funds transfer to the following bank details,

Bank: **Westpac**
Branch: **Queanbeyan**
Account name: **Stoney Creek Community Hall**
BSB: **032724**
Account: **872126**

The bond will be refunded following an inspection of the hall between the Hall Manager and the hirer or their representative. The hall is expected to be cleaned at the end of the function for the full refund of the bond.

Queanbeyan-Palerang Regional Council
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1. Posters can be attached to the wall with Blu-Tack
2. Paper towels and toilet paper are located under the bar sink (bottom left hand door).
3. Cleaning and washing up products including tea towels are kept in the cupboard under the kitchen sink.
4. A First Aid kit is in the cupboard with the Red Cross - if any items are used, please record these on the sheet included in the kit.
5. The tap at the back door (which is opposite the hall shed) has an attachment for operation which you are welcome to use. Please return the attachment to the top draw adjacent to the small counter when you leave.
6. The outside car park light can be left on whilst your booking is on and people are moving around during the night.
7. There is no rubbish removal therefore you will have to take your rubbish with you.
8. For single day hire, the hall hirer is to vacate the hall by midnight on the day of the hire.
9. If the hirer has not cleaned the hall, a cleaning charge of \$49 per hour will be applied.

Lynton Bond
Acting Hall Manager
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