



Landsborough School of Arts Memorial Hall
485 Old Landsborough Road
Landsborough QLD 4550

HALL HIRE - AGREEMENT TO LEASE VENUE

This is an agreement between

Landsborough School of Arts Memorial Hall Inc of 485 Old Landsborough Road,
Landsborough QLD 4550 (the Hirer)

and

..... (Leasee)

of (address)

Phone Mobile

Email

Premises: Landsborough School of Arts Memorial Hall. 485 Old Landsborough Road,
Landsborough QLD 4550.

1. Period of Lease/Casual Hire

MAIN HALL OR CRAFT ROOM (please circle)

From (date and time)

To (date and time)

Function/purpose

2. Extension of term

The term of hire may be extended with written consent of both parties.

3. Payment

The Leasee will pay Landsborough School of Arts Memorial Hall a hire fee of \$.....
and a fully refundable security bond of \$100.

- a. Full payment of the fee is required to secure the booking. The bond is payable upon collection of the key unless paid previously.
- b. Payment is in exchange for the use of the Venue floor space, conveniences, chairs, tables and kitchen facilities and equipment.
- c. Crockery is available for hire - washing up and storage is the Leasee responsibility.

4. Landsborough School of Arts Memorial Halls' obligations

Landsborough School of Arts Memorial Hall will:

- a. maintain public liability insurance in respect of the Venue
- b. ensure that the Venue is in a clean condition and any pre-existing damage to the fixtures or fittings of the Venue shall be noted as a schedule attached to this agreement and signed by both parties
- c. ensure that the Leasee has access to the Venue at all times during the term of hire
- d. provide the following staff for assistance: Booking Officer - 5439 9399

5. Leasee's obligations

The Leasee will:

- a. clean and tidy the Venue (and the surrounds) at the end of the term of hire and use its best efforts to maintain the Venue in the condition it was at the commencement of the term of hire, subject to usual wear and tear
- b. allow the Landsborough School of Arts Memorial Hall and its employees, agents and licensees all reasonable access to the venue
- c. Secure public liability insurance appropriate for the event and utilise the Venue for the agreed purpose
- d. inform Landsborough School of Arts Memorial Hall Booking Officer immediately on the Leasee becoming aware of any breakage or damage to the Venue or its fittings or fixtures and pay for any damage or loss suffered by Landsborough School of Arts Memorial Hall that is caused by negligence of the Leasee
- e. return all keys to the Venue at an agreed appointment time to the Booking Officer at the end of the term of hire
- f. not attach in any way to any walls, doors, glass, floors, furniture or fittings in or around the Venue any nails, screws, adhesive tape, signs or other item without the prior consent of Landsborough School of Arts Memorial Hall.
- g. not sell alcoholic beverages or serve alcohol to persons less than 18 years of age

- h. not interfere with or alter any of the electrical installations, lighting, sound systems or other technical equipment owned by Landsborough School of Arts Memorial Hall
- i. These conditions are to be read in conjunction with those listed in the Frequently Asked Questions page.

6. Cancellation

- a. Landsborough School of Arts Memorial Hall must be given seven (7) days notice if the Lessee wishes to cancel the hiring of the Venue. Full refund is applicable.
- b. Cancellations with less than seven (7) days notice will incur a fee of 50% of the total fee and if no notice is provided, the full fee will be withheld
- c. Even if the Venue is re-hired by another party for this term of hire, conditions stated in 7(b) will apply.

7. Termination

- a. Termination is in line with 6 (a) (b) (c)
- b. This Hire Agreement will be terminated if any of these clauses are found to have been violated

8. Entire Agreement

The agreement constitutes the entire agreement between the parties and may be amended only in writing and signed by both parties.

9. Jurisdiction

This agreement will be construed in accordance with the laws of Queensland.

Signed

Name

Address

Date

(for and on behalf of the Lessee)