



Manly Lota Scout Group, Wood Street, Manly

Den Hire Agreement (non-commercial)

All applications for hire of the Den (the property) will be placed before the Manly Lota Scout Group (Scouts) or its representatives for consideration.

Applicants will be notified within seven (7) days of date of submission if the application for hire is successful

The Scouts reserve the right to reject any application in their sole discretion.

Conditions of Hire

1. The hire fee must be paid at least 5 days in advance.
2. In exchange for this payment you will be allowed to use the property floor space, toilets, kitchen and normal property furnishings during the period when the hire agreement applies.
3. You must keep the property clean and tidy, and in good repair and condition and leave it that way at the end of each time of hiring. The hall and facilities are to be cleaned and returned to their original state at the completion of the function and in any case by 9am of the morning immediately following the date of hire. Failure to comply will result in a cleaning fee equivalent to the cost of engaging professional cleaners being deducted from monies held by the Scouts.
4. You must cover and reimburse the Scouts for any loss or damage which is incurred as a result of you using the property, including by anyone connected with you, or anyone who attends the property as a result of your use of it.
5. You must not allow anything to be done which might be a nuisance to, or damage the property of the Scouts or the owners of any other property in the neighbourhood, or which might adversely affect the insurance of the property.
6. To have alcohol on the property you must first obtain the approval of the Scouts in writing and if necessary the local Council. You must also get any Liquor Licence permits that are necessary.
7. You must not interfere with or remove any of the Scouts' equipment or property.
8. You must allow the Scouts to enter the property at reasonable times to check on what you are doing.
9. When you leave you must take all rubbish with you and clean everything used by you and return everything to where you found it.
10. All unused food stuffs are to be removed from the property at the completion of the function.
11. You must not permit anything to be done which the Scouts advise to be a breach of the agreement between the Scouts and the owner of the property (if applicable).
12. If the property is to be used for dancing then you must prepare the floor appropriately. Before doing this you must obtain approval from the Scouts.
13. The Scouts may designate a particular part of the property as the only part you are entitled to use.
14. A curfew of 10pm applies to all hall hire contracts. All noise must cease at this time and patrons exit and leave the property.
15. If either party cancels this Hire Agreement by giving at least 48 hours written notice then the hire fee may be refunded. If notice is received from the hirer less than 48 hours from the date of hire and no alternative arrangements can be agreed upon, the Scouts will retain all monies paid. If Scouts cancel this hire agreement less than 48 hours from the date of hire and no alternative arrangements can be agreed upon, all monies paid to Scouts under this Hire Agreement will be refunded. If either party cancels this Hire Agreement the party cancelling this agreement must take the necessary steps to ensure the other party is formally acknowledged of the cancellation of this Hire Agreement.
16. Scouts do not cover your activity with its public liability policy.
17. You must satisfy Scouts that you have obtained your own Public Liability Insurance to cover your hire of the property for the full hire term. If you already have Public Liability Insurance, Scouts requires a Certificate of Currency before you may use the Property. Ctd..

18. All bond money and/or guarantees sought and obtained may be held for 3 days after the date of the function to ensure that no damage to or theft of Scouts' property has occurred and to allow inspection of the property to determine if the property have been left in a clean and tidy state.

The following fees are applicable and **are not negotiable**, and must be paid at least 10 days in advance:

1. Evening Hire \$80 (Scout member) \$100 (non-member)
2. Evening Hire Bond \$1000 for formals, 18th & 21st parties and hirers aged 18-21; \$250 for other evening parties
3. 3 hour Day Hire \$40 (Scout member) \$50 (non-member)
4. 8 hour Day Hire \$70 (Scout member) \$80 (non-member)
Day Hire Bond \$150
5. Day + Evening Hire \$140 (Scout member) \$160 (non-member)

Pay by either: 1. Bank Transfer to: Manly Lota Scout Group, BSB 064 210, Account: 10080716 (email manlylotascouts@gmail.com to advise when payment has been made)

2. Cheques should be made payable to Manly Lota Scout Group

A receipt will be issued for all monies received

All Information provided and given by the applicant is accurate, truthful and frank. Provision of false or untruthful information will render the application void and forfeiture of all monies paid to or held by the Scouts.

All patrons are required to adopt and accept the following House Policy which provides a framework for the responsible service of alcohol

1. Persons under the age of 18 years will not be supplied with alcohol
2. Intoxicated persons will be refused entry to the property
3. Intoxicated persons will be refused service of alcohol

For your safety, we will register all evening parties with Queensland Police under the Party Safe Program.

The signature of the applicant hirer is recognition that the application and information and the information contained within the application relative to the hire of the Scouts' Den and the conditions of hire have been read, understood and accepted.

Full Name/s of Person/s wishing to hire the Manly Lota Scout Group Den:

Name -----

Age if 21 or under -----

Street Address -----

Suburb -----

Postcode -----

Telephone ----- Mobile-----

Email -----

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Enter the date of proposed function:

Enter the start and finish times of the proposed function

Purpose for which Den will be used (e.g. Wedding, Anniversary, Presentation, Birthday)

How many guests will be attending your function? -----

For evening parties: Will you be hiring a security company? Yes / No

If yes, security company name, address and contact phone number -----

Name and Address of Responsible person who will be in attendance at all times during the proposed function:

Name

Street Address

Suburb

Postcode

Telephone Mobile

Applicant's signature Date

Scouts Use Only:

Hirer's ID sighted

Hirer's Public Liability copy received

Hire fee received \$..... Date

\$250/\$1000 Bond received Yes / No

Signed Print Name

(on behalf of Manly Lota Scouts)

Manly Lota Scout Group <http://www.manlylotascouts.org>

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Email: manlylotascouts@gmail.com

Tel.Facility Hire

06.02.18