

Mudgegonga Hall Hire Conditions 2023

The Mudgegonga Hall Committee of Management has a duty of care to the local Mudgegonga community to ensure the Hall is well maintained and kept in optimal condition for the community's use.

COVID-19 Requirements:

- If applicable, all persons using the Mudgegonga Hall must comply with all requirements in relation to COVID-19 as specified in the Alpine Shire Facilities COVID-19 Safe Plan¹ and/or current Victorian Government requirements.

Hall Hire Booking and Agreement form:

- The hirer/signatory, as nominated on the Mudgegonga Hall Hire Booking & Agreement Form, is responsible for the security of the Mudgegonga Hall Precinct and for the use of the venue² as specified in these Conditions.
- All hire agreements must be signed by a person aged 25 years or over. The hirer/signatory is responsible for ensuring that all conditions in the signed agreement are adhered to and is also responsible for the condition of the venue, fittings, equipment, furniture and any loss or damage that may occur during the agreed hire period.
- In the case of 18th and 21st birthday parties, the hirer/signatory should be in attendance for the duration of the booking and must ensure sufficient adult supervision is provided³.
- The hirer must only use the venue (buildings, grounds & car park) for the use specified on the agreement form and not for any other purpose.
- The hirer must only use the venue between the hours specified on the agreement form. The venue is to be vacated by the time specified, and strictly no later than 2am.

Keys:

- For private parties and other gatherings, keys are to be collected by the hirer no earlier than one day prior to the function and returned at the end of a day function or on the following day if an evening function.

Damage or lost property:

- Any loss or damage to the venue, fittings, equipment and furniture must be reported to the Committee when the keys are returned. The hirer is responsible for all lost and damaged property/items.
- The Committee of Management has the right to withhold part/all of the bond to cover the costs of: 1) any loss, breakages or damage to buildings, external infrastructure, grounds and car park; 2) if left in an unclean & untidy condition. Where the cost is in excess of the bond lodged, the hirer will be liable to pay the remainder of the cost.

Cleaning/tidying:

- Before the hirer vacates the venue, the Mudgegonga Hall Precinct must be left as it was found otherwise a cleaning fee will be charged.
- If the hirer uses linen tablecloths provided, the Hall Committee will arrange for professional laundering and a charge of \$12 per tablecloth will be deducted from the bond paid by the hirer.

Security:

- All doors and windows must be securely locked at all times when the building is unattended.

¹ Alpine Shire Council Facilities, COVID-19 Safe Plan, Version 12, December 2021.

² The term 'venue' refers to all buildings, external infrastructure, grounds & car park within the Mudgegonga Hall Precinct.

³ Organisers of 18th and 21st parties should, for example, be registered with the Myrtleford police as a precautionary measure for the safety of partygoers against gatecrashers.

- All electrical appliances must be switched off when vacating the premises (except refrigerators and security lights).
- Parking within the Mudgegonga Hall Precinct is entirely at the owner's risk and no responsibility will be accepted by the Committee of Management in the event that a motor vehicle is damaged or stolen.
- There is strictly no car parking allowed inside the fenced back yard of the Hall precinct.

Use of hall:

- Strictly no smoking inside the building.
- The sale of liquor is strictly forbidden under any circumstances at this venue.
- There is strictly no camping allowed at this venue at any time.
- Reverse cycle air-conditioners should be set within the range of 21-23 degrees during summer and winter.
- Rubbish that does not fit into the bins provided must be removed by the hirer.
- Only use 'blutack' on walls for decoration purposes - nails, pins and adhesive tape are prohibited for use on hall walls & doors.
- Equipment, furniture and kitchen items must not be removed from the hall.

Kitchen use:

- Instructions to operate the dishwasher are on the wall directly above the dishwasher. A user manual for other equipment is located beside the microwave oven.

PA system use:

- Instructions to operate the PA and other equipment, including a user manual, is located with the PA system.