



Winchelsea Community House Inc. Winchelsea Shire Hall

28 Hesse Street, PO BOX 75, WINCHELSEA, Vic. 3241

Phone: (03) 5267 2028 Email: shirehall@winchhouse.org.au

ABN: 48 932 340 254

Shire Hall Hire Prices for 2024

Booking	
Full Day (up to 12 am)	\$300 (incl GST)
Half Day (up to 5 hours)	\$160 (incl GST)
Hourly	\$45 (incl GST)
Supported event – (Services offered) Room set up Catering Clean up	Price on application
Full Day – <u>Community Group, local Not for Profits</u>	\$130 (incl GST)
Half Day – <u>Community Group, local Not for Profits</u>	\$70 (incl GST)
Hourly – <u>Community Group, local Not for Profits</u>	\$30 (incl GST)
Self service Tea and Coffee available – additional cost	\$2 per person
** Please Refer to Conditions of Hire which apply to all bookings	

Definitions

Community Groups: community-based groups that service community members that live, work or have connection with the Surf Coast Shire including charities, sporting clubs and schools.

Not for profit: organisations that provide services for the local community and do not operate to make a profit for its members. (Note: need to be officially registered as a not-for-profit organisation).

Winchelsea Shire Hall Conditions of Hire

ABN:48 932 340 254

<u>Confirmation of your booking will be taken as your agreement to adhere to the terms of the “Conditions of Hire”</u>	
<u>Room setting</u> The room is to be returned to the original Set up - The Hirer is responsible for setting up the room including all equipment and then returning equipment and furniture to its original location. The Hirer must include set up and pack up time in room booking application. The Hirer must not access the Hall outside of the Booking times, unless by prior agreement.	
<u>Decorating the Hall</u> Nothing is to be installed without prior approval.	
<u>Kitchen</u> Appliances and equipment are to be cleaned (including stove, sinks, fridges, coffee machine, bench tops etc.) Fridges are to be left free of any food. Utensils, crockery and cutlery cleaned and packed away	
<u>Rubbish</u> All rubbish and waste from the event must be placed in appropriate bins. The bins are kept at the rear of the hall. (If there is a large amount of rubbish and waste, the Hirer must dispose / remove of the rubbish at the Hirer’s own expense).	
<u>Floors</u> All floors are to be cleaned; swept, vacuumed and or mopped as required.	
<u>Power</u> Please ensure all lighting, heating and cooling have been turned off before leaving the building.	
<u>Room use</u> The Hirer must only use the Hall for the use set out in the application form	
Bond: A Bond of \$500 to \$1000 may be required upon making application to hire the Hall, generally where the use is considered high risk or if alcohol is being served. If there is any damage done to the Hall, or the rooms left in a state of uncleanliness, Winchelsea Community House may reinstate the hall to its original condition, apply the bond (if any) towards the cost and invoice the Hirer for any additional costs.	
<i>Please note:</i> <i>Extra charges will apply, which the hirer will be liable for, should the hall be damaged, left in an unclean state, or not returned to the original room set up.</i> <i>*The term Hirer refers to person or group who is booking the hall for an event</i>	

Winchelsea Shire Hall ABN: 48 932 340 254 - **Hiring Agreement Form 2024**

Applicant/Group: _____

Contact Person: _____

Email: _____ **ContactNumber** _____

Event date: ___/___/___ **Event start time:** _____ **AM/PM**

Hours of venue hire required: _____

Event description: _____

Would you like a quote on extra support i.e Hall set up, catering, clean up etc...

Please outline your request

Will alcohol be served? Yes No

Approx. Number of people attending:

What's available

10 tables	Cutlery for 50 people
50 chairs	Full kitchen: stove, oven, dishwasher and large Fridge (some oven ware)
50 dinner plates	Whiteboard
50 Soup/dessert bowls	Portable projector
50 glasses	Kitchen use
50 mugs	Internet
Hot water Urn	Large screen TV
Barista espresso coffee machine	WI-FI

If applicable please supply copies:

- Temporary Liquor License
- Responsible of Serving of Alcohol (RSA) authorized person
- Insurances (list) _____
- Traffic Management Plan
- Key Contact List
- Site plan for outdoor events
- Other _____

Payment of fees

Payment must be made within 7 days of receipt of invoice (Cancellations can be made within 72 hours of event).

I have read and agree with the conditions of hire of the Winchelsea Shire Hall

_____ **Date:**

Signature (Hirer)

_____ **Date:**

Signature

Please note: Winchelsea Community House emergency after hours contact: 0413336652