

Buchan Recreation Reserve and Buchan Hall

Casual Use

Terms and Conditions of Hire

By receiving your booking confirmation with the Terms & Conditions (T&C) as an attachment, you acknowledge you have read and understood the T&C.

USE OF FACILITY

- The facility must only be used for the purpose agreed up front with the Buchan Recreation and Hall Committee
- The Hirer must not sub-let the premises
- The Buchan Recreation and Hall Committee members (volunteers) must have access to the premises at all times including access for deliveries
- The Hirer is responsible for the conduct and behavior of all persons attending their function - this includes both inside and outside of the facility
- The Hirer is responsible for familiarising themselves with the Evacuation Plan on display at the facility, including the location of emergency exit doors, before commencing any activities
- Emergency exits must remain clear at all times
- Wheelchair access must be kept clear at all times
- The Hirer must familiarise themselves of the Emergency Management Plan
- The Hirer must only use the facility within the times of your booking or additional costs will apply. If extra time is required for preparation purposes, you must notify Buchan Recreation and Hall Committee members. We will confirm if the premise is available on the additional days / nights requested
- Please inform the committee of any entry fees or fundraising tickets being sold for the function
- Prior to using the premise, please note and report any damage or required maintenance e.g. a broken chair or table, inadequate cleaning, missing or broken equipment (including cleaning items) immediately upon arrival to a member of the Buchan Recreation and Hall Committee or via the notebook in the kitchen where available
- To avoid permanent damage to the facility we ask that decorations are limited to the tables and not attached to walls, ceilings or windows. If you do have wall decorations they must not be fixed to the wall with anything that will mark, scratch or damage the surface in anyway
- Buchan Recreation and Hall Committee does not insure any goods or equipment that is brought into the premises or left in the premises by the Hirer or their invitees. We will not compensate the Hirer for any losses of any goods or equipment or consequential losses arising out of the damage or loss of the equipment. Hirers are advised that they should obtain insurance for their own equipment and goods.
- All casual users are required to have their own Public Liability Insurance.
- The facilities do not have professional cleaners unless specifically employed or arranged when booking. They also do not have any rubbish collection. It is up to everyone to ensure facilities are cleaned and rubbish removed.
- The Hirer is responsible for leaving the premise and surrounding grounds in exactly the way they found it upon arrival. Detailed cleaning and small use cleaning information is available at the venues.
- Continued abuse of the conditions of hire will lead to cancellation of rights to book the Buchan Recreation Reserve or Buchan Hall in the future
- No glass allowed on public reserve
- All amplified music must be played indoors
- The Gas BBQ at the Recreation Reserve is the property of the sports clubs. You need to advise us if you would like to use them before the event

Covid

All users are required to have and manage their own Covid plan as required at the time

For further info please contact: Evelyn Schmidt 0427 586 038 or email: buchanhallandrec@gmail.com

Please collect and return keys from the front verandah, located in a tin at 58 Main Street, Buchan (the house not the old Post Office Building)

BUCHAN RECREATION RESERVE and BUCHAN HALL PRICE LIST

| RECREATION PAVILION HIRE | | Community Events (Offers a benefit to the community) | Indicate your requirements here |
|--|---------------|--|---------------------------------|
| Short Event (meetings, training, workshops, classes) Hours of use: 4 hours | \$60 | \$30 | |
| Day/Night Private Event (funeral, wedding, birthday party) Hours of use: 12 hours | \$200 | \$100 | |
| TOILET AND SHOWER HIRE only | | | |
| Public Toilet use includes cleaning and supplies | \$150 per day | | |
| Camping and Showers which includes access to both Netball and Football change rooms for group bookings and cleaning | \$60 per day | | |
| OVAL HIRE (CAMPING) ** Camping on reserve only not oval with access to public toilets no showers for groups only under special circumstances | \$5 per head | | |
| Use of oval lighting Time required.... | \$15 per hour | | |
| OTHER | | | |

| BUCHAN MECHANICS HALL HIRE | | Community Events (Offers a benefit to the community) | Indicate your requirements here |
|---|-------|--|---------------------------------|
| Short Event (meetings, training, workshops, classes) Hours of use: 4 hours | \$60 | \$30 | |
| Day/Night Private Event (funeral, wedding, birthday party) Hours of use: 12 hours | \$200 | \$100 | |
| Activities organised by a community member | | \$5 per user Capped at \$30 | |

** Check-in time is 12pm, Check-out time is 10am.
Parking is free of charge

Hire agreement is for exclusive use, however, we have the right to accept bookings to another hirer for unused facilities (e.g. if you were to only make use of the reserve hire and toilet facilities, other parties can still book the other premises on a separate agreement)

Meetings/Groups/Activities

Pack away chairs and tables

All kitchen items used cleaned and put away

Check toilets are clean including public toilets if they have been used

Empty the bins including the toilets. Small amounts to be deposited into the wheelie bins outside. No need to change plastic bags every time.

Vacuum

Sweep kitchen and mop if necessary

Weddings/Large Events

Large amounts of rubbish must be removed by the user