



Australian Pensioners' and Superannuants' League Qld Inc.

ABN 64 035 038 557

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KURILPA HALL – SENIORS COMMUNITY CENTRE – WEST END

ABOUT THIS HALL

Located in the heart of West End, Kurilpa Hall is centrally situated and ideal for functions catering to the inner-city suburbs. Ideal for classes, meetings, private and community functions, flea markets, auctions or fundraisers. Bookings can be made by phoning 3844 5878 or emailing admin@apsl.com.au.

CAPACITY

The maximum capacity of the hall is **100** people.

FACILITIES AVAILABLE

Main hall dimensions are 12 metres by 14.3 metres, with a stage (6m x 2 m) on the south wall.

The hall has ceiling fans and three air conditioning units in main hall area.

The hall has a kitchen with refrigerator, microwave, electric hot water urn for tea/coffee, large gas stove/oven, large washing-up sink, handwashing sink, island bench, and pass-through to main hall area.

*Crockery and cutlery are **not provided**.*

ACCESSIBILITY / PARKING

Main Entry Door Location: Front

Path from On-Premise Disability Park to Main Entry Door: Independently Accessible

Main Entry Door Ease of Opening: Independently Accessible

ROOM EQUIPMENT

Large folding tables x 13, Small folding tables x 5, round fixed table, Chairs x 80, & Partition Screens on Wheels.

A PA system is available for a charge of \$75 per day per event. Please advise staff if you would like to access the PA system.

Equipment sourced externally by the hirer must be removed by the end of the agreed hiring period. It is the responsibility of the hirer to arrange collection of any hired items. Items cannot be left at the venue after clean-up is completed.

CONDITIONS OF HIRE

The Hirer Agrees to these terms upon signing Hall Hire Agreement.

1. Cleaning

It is the responsibility of the hirer to clean the hall, kitchen, toilets, and car park if required. All decorations and equipment are to be removed before the end of the venue hire time. This includes mopping down floors and wiping down the used tables and benches. **Rubbish must not be left behind.** Any items left for hall management to dispose of will be charged at a minimum of \$100 cleaning fee.

2. Damage

Any damages caused by the hirer to the building, fixtures, fittings, floors, electrical equipment, furniture, windows, firefighting and safety items, interior decorations etc. will be deducted from the hirer's bond refund.

3. Decorations

Decorations may be used but must be easily removed. The use of pins, nails, screws or staples to affix decorations is not permitted.

4. Decorum / Good Behaviour

The hirer and his/her guests are expected to conduct themselves in a satisfactory manner. The hirer must ensure the function stays within the confines of the property. It is the responsibility of the hirer to ensure that guests/attendees leave the premises quietly and that neighbours are not disturbed.

Note for hirers serving alcohol: Please be aware that alcohol use during any function attracts a high-risk bond. Management will have discretion in determining the type of bond when assessing the risks of any function. The hirer is responsible for the control of the quantity of alcohol consumed and is expected to exercise their discretion in refusing to supply any of their guests if deemed necessary. Where alcohol is sold, a proper permit must be obtained and the person serving should have an RSA Certificate. Charging of an entry fee where alcohol is being provided (for example, a purchased wrist-band to be worn by guests wishing to be served alcoholic drinks) is considered sale of alcohol.

5. Duration of Hire

All hire activity must start and finish at the times being hired for. This includes setting up and packing up. **The hall must be completely vacated by 1 AM.** In all instances, the premises are to be returned to handover state before vacating the hall.

6. Fire Safety

Extinguishers are installed throughout the hall. Candles, fireworks and sparklers of any type are not to be used.

7. Injury Waiver & Limit of Liability

Hall management accepts no responsibility for any injury suffered by person/persons hiring the hall or any person in attendance during the period of hire whether the injury is received in the hall or its precinct. Should the building become unusable to the hirer due to fire, tempest, vandalism or any other reason beyond the control of the hall management, management is only liable for the refund of the hire fee.

10. Noise Pollution

It is expressly agreed between APSL Management and the hirer that the hirer will bear all responsibility for the control and abatement of any noise within the hall during the period of hire. Sound must be kept at a reasonable level, with due respect for the neighbours.

11. No Smoking

Smoking is not permitted inside the premises. Cigarette butts are considered rubbish and should be disposed of in bins and not in the car park or other areas of the hall.

12. Payment

The Hall hire fee and security bond must be paid in advance. When possible, payment 30 days in advance is preferred.

13. Parties for 18th & 21st Birthdays

Management and delegated staff have discretion in refusing hire to large parties where excessive damage or noise pollution is deemed likely to occur. High risk bonds apply, and special conditions must be met:

- At least two adults over 25 years of age must accept responsibility for complying with terms and conditions of hire;
- Party must be registered with the local police and copy of registration provided with hall hire application;
- Management must be notified if alcohol will be served;
- Party must end by midnight and cleanup completed by 2 am.

14. Refund of the Security Bond

The security bond or part thereof will be returned to the hirer when the Management ascertains that the hall and equipment have been returned to handover state, rubbish removed, and the key returned to the hall office at the end of the hire. Any costs or damages incurred by the hirer will be deducted from the security bond. A statement of account will be issued itemising any penalties imposed as required.

15. Cancellation of Booking

Refunds are available of both fees and bonds up until 14 days before the hall hire booking date. Refunds between 14 days and 3 days of booking date are available at a rate of 50%. Cancellations with less than 3 days' notice attract a 100% forfeiture of all fees and bonds.

16. Security of the Hall and Theft of Property

Renewal or replacement of property from the property whether it belongs to the hall or a member of staff will be the sole responsibility of the hirer. The Management Committee will take legal action where deemed necessary.

9. Matters Not Provided For

Any matter not covered by the 'Conditions of Hire' will be adjudicated by the Executive Committee or its delegated staff.