



# Application for Short-term Hall Usage

	Date of application		
Person in Charge			
Organization / Group			
Physical Address			
Postal Address			
e-Mail			
Cell Phone		Telephone	
Alternative Contact			
Alternative Cell Phone		Telephone	
<b>Details of When Hall Shall be Utilized:</b>			
Day	Start Time	End Time	Hours Per Day
<b>Contract Period:</b>			
Contract will commence on :			
And will conclude on :			
<b>Special conditions of hire:</b>			

**HALL HIRE - R2200,00 (FRIDAYS & SATURDAYS)  
 DEPOSIT - R1000,00  
 HOURLY RATE (WEEK DAYS) - R90,00**

**NAME AND SIGNATURE OF PERSON AUTHORISED TO ACT FOR ORGANISATION**

Irene Association Banking Details:    **Bank :** Standard Bank  
     **Branch:** Lyttleton  
     **Branch Code :** 010945  
     **Type:** Cheque Account  
     **Account :** 011719362

Please send proof of payment to fax number 086 616 3635

**HIRER'S FULL BANKING DETAILS**

**ACCOUNT HOLDER:** .....

**BANK :** .....

**BRANCH AND CODE :** .....

**TYPE OF ACCOUNT:** .....

**ACCOUNT NUMBER :** .....



# Short-term Hirer's Agreement

- The Irene Village Hall belongs to the residents of Irene and must therefore be left in the same clean condition in which it was found. The Hirer should report to the Hall Manager immediately on entry if cleanliness is not to his / her satisfaction as no claim can be settled after the fact.
- The responsible person shall undertake to ensure that the property is left clean and without damage at the end of its usage. Any damage must be reported to the Hall Manager immediately it is discovered.
- The responsible person shall also forfeit the deposit should cleaning, replacement or repairs be deemed necessary by the Hall Manager or any member of the Irene Association Committee. Should damage occur the responsible person, at the discretion of the Hall Manager or IA Committee Member, shall undertake to repair all damage caused to the satisfaction of the Hall Manager or IA Committee member.
- **The Hall is to be cleaned before leaving.** Failure to do so will result in the deposit being forfeited. Complaints from neighbours may also result in loss of the deposit.
- **SAFETY:**
  - The front and the sliding door on the East side of the hall must be unlocked at the commencement of the function and locked at the end of the function as this is a safety precaution to serve as emergency exits.
  - **Fire Extinguisher and Electrical Distribution Boxes: It is the responsibility of the Hirer to become familiar with the whereabouts of the fire extinguishers and electrical distribution boxes in case of fire or power failures, as well as the emergency key attached to the west side wall.**
- The Main Hall can only accommodate 140 seated guests at tables.
- The Side Hall can accommodate 40 seated guests at tables.
- The notification above shall be considered sufficient notification of safety measures, and any loss arising from the Hirer's failure to adhere to such measures, shall be the sole responsibility of the Hirer.
- **CLEARING UP:**
  - The Hall floor is to be cleaned ONLY with a damp mop. No polishing or cleaning agents may be used.
  - Chairs should be stacked in rows of 5's (for easy counting) and placed in the Bar Room Tables should be stacked with legs together and then table tops together in order to avoid scratches.



# Short-term Hirer's Agreement

- Where the Hirer has sole use of a particular area, the Hirer shall undertake to keep such area clean.
- No additional tables or chairs hired from a hiring company may be brought in without the permission of the hall manager, as these could damage the floor.

## WHAT TO DO IN THE EVENT OF A POWER FAILURE

1. Find the DB board situated on the left hand side of the stage. To the left of the DB board is a white box. Turn the handle from MAIN TO GENERATOR.
  2. Now move to the generator which is outside the hall. It is situated outside the toilets to the left.
  3. On the left of the generator is a choke switch. Make sure that the choke is pushed back towards the wall.
  4. Turn the black circuit breaker switch from off to on.
  5. Insert the key and turn the generator on.
  6. Switch the choke off by moving the lever forward.
  7. The main lights in the hall may now be used as well as the following plugs;
    - (a) The plug marked generator at the back of the hall.
    - (b) The plug marked generator under the white generator box on the stage
    - (c) The plug marked generator in the kitchen
  8. Food may be warmed on hot trays but the stoves will not be able to be used as they draw too much current.
  9. The sound system may be used but AT OWN RISK. It is suggested that only the main parts of the sound system be used and not all the fancy equipment.
- GENERAL:
    - No nails, staples, drawing pins or screws may be used. Only Prestick is permissible and must be removed when the hall is vacated.
    - Children must be supervised at all times.
    - Ballet barres are solely for the use of the ballet school and are therefore *strictly out of bounds*.
    - **Towels, toilet paper and cleaning equipment are not included in the tariff. Hirers must provide the above.**
    - **The Hall is a NON-SMOKING ZONE!**
    - Should you require Catering, Maura Gemeliaris (083 421 1545), comes highly recommended.



# Short-term Hirer's Agreement

- **SALE OF LIQUOR**: please be aware that the hall does **not** have a liquor license and it remains the hirer's total responsibility to arrange for a temporary license should you wish to sell liquor on the property. The committee holds no responsibility for any consequences of the hirer not complying with the present liquor act.
- **RETURN OF DEPOSIT**: When the contract period is over, the deposit will be refunded within seven (7) days provided the hall is left as it was found and all keys have been returned.

**I accept that I enter the premises entirely at my own risk, and that the owners, their servants and agents shall not be liable for any loss or damage occurring to my person, guests or property, even if such loss or damage is attributable to the owners' negligence. I hereby waive on my own behalf and on behalf of my dependents and those whom legally represent any claim which I or they may have arising out of injury , loss or damage to myself or my property while at the Irene Village Hall.**

I confirm that I understand and accept the above terms and conditions, and warrant that the information supplied in the *Application for Short-term Hall Usage* is correct:

APPLICANT'S: SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

FOR THE IRENE ASSOCIATION: \_\_\_\_\_ DATE: \_\_\_\_\_