

# Beechworth Old Railway Station

## Terms and Conditions of Use of Venue

1. Applications will be treated strictly in order of receipt and Beechworth Food Co-operative reserves the right to refuse any application it deems unsuitable.
2. The Hirer shall, at all times, during the agreed term be the holder of a **current Public Liability Policy of Insurance** for no less than **\$10 million dollars**. Evidence of this insurance must be provided to the Beechworth Food Co-operative before the hire period commences. In the event that the casual Hirer does not have their own insurance, cover may be obtained through Indigo Shire Council by completing a [JLT Casual Hirers Public Liability Insurance application form](#). This cover is only available to casual hirers and cannot be extended to Schools, Sporting Clubs & Organisations who must carry their own Public Liability Insurance. It is not available to applicants who wish to hire the Hall for consecutive days.
3. An inspection of the venue prior to booking is advised to ensure the facilities meet the requirements of the event.
4. **Payment:** Hiring fees must be paid at the time of booking either by direct deposit, credit card, cash or cheque. Access to the venue will not be available until the booking fee is paid.
5. **Cancellations:** Cancellations may be made up to 48 hours prior to the time of the scheduled booking without any penalty. Cancellations within 48 hours will not receive any refund of the hiring fees.
6. **No subletting:** The venue cannot be sublet and may only be used for the activities stated on the booking form.
7. **Condition of room:** The Hirer shall leave the premises in a thoroughly clean and tidy condition, all chairs and tables returned to the place/s in which they were found and all fixtures/fittings in good order and condition. Bins are provided for use by the Hirers, all excess rubbish must be removed prior to the end of the hire period. Failure to do so will incur an extra cleaning charge. Damage to any chairs, tables or other property or fixtures must be reported to Beechworth Food Co-operative and the hirer will be responsible for the cost of repairing any items damaged as a result of use by the Hirer.
8. **Furniture and other items:** All items, such as chairs, tables, fixtures and other moveables must remain in the venue and are not to be removed from the premises unless authorised to do so the Beechworth Food Co-operative. These items are not available for hire separately.
9. **Damage to premises and fittings etc:** The Hirer shall take all reasonable precautions against any loss or damage to the premises by fire. Gas cylinders explosive devices & portable gas heaters are not permitted on the premises. No items should be placed in the path of designated fire exits, extinguishers or fire hoses. The seals on the fire hose reels and extinguishers must remain intact or the Hirer will be liable for the resealing fee. Permission must be sought from Beechworth for the use of smoke machines.
10. Beechworth Food Co-operative accepts no liability for loss or damage to any item brought in by the Hirer or their guests. All items should be removed at the end of the hire period. Items left behind may be disposed of without reference back to the Hirer.
11. **Behaviour whilst at venue:**
  - a. Entertainment music or amplified sound used in the hall shall comply with EPA regulations and shall not cause complaint or undue detriment to the amenity of the area.
  - b. Consumption of Liquor: Any function that has an 'All Inclusive' charge or is selling liquor requires a liquor licence. It is the responsibility of the Hirer to obtain this licence from Liquor Licensing Victoria – they can be contacted on 1300 650 367 or visit the website [www.justice.vic.gov.au](http://www.justice.vic.gov.au) – alcohol. Such a licence must be displayed at the venue during the

function and failure to do so will automatically prohibit liquor being consumed on the premises. This requirement is enforced by the local Police Officer. A copy is to be provided to the booking officer before the event.

- c. Smoking is not allowed in/on the premises.
  - d. No animals are permitted in the Hall at any time with the exception of Guide Dogs and Service Dogs.
  - e. No spitting, obscene or insulting language, disorderly behaviour or damage to property shall be permitted in any part of the building.
  - f. vehicle, bicycle, roller skates, roller blades or skateboard are not permitted in the building. Prams and pushers for children and wheelchairs for disabled visitors are permitted.
  - g. Glitter, confetti and rice are not permitted.
  - h. No additional fittings/electrical appliances and or audio equipment can be installed without prior consent from Beechworth Food Co-operative.
  - i. Hirers must comply with any relevant legislation such as OH&S and Child Protection Legislation.
  - j. All crockery and cutlery used in the kitchen must be washed using the dishwasher.
12. When leaving the building the Hirer must ensure that all doors and windows are locked, curtains and blinds are closed and heaters, fans, lights and kitchen stoves are turned off. The refrigerator must be cleared of all leftover food items. Any items left in the Kitchen area will be disposed of and a charge may be incurred for this removal.
13. Bookings can only be made between 8 am and midnight. An additional hour after midnight is available for cleaning up but the premises must be vacated by 1.00 am.
14. Keys are to be returned to the lock box at the conclusion of each use of the building. Failure to do so may incur a \$100 key replacement fee.
15. Permission must be sought if the Hirer wishes to decorate the venue. Any posters/decorations may only be permitted in a location and manner that will not cause damage and by agreement. No blue tack or sticky tape is permitted on painted surfaces.
16. **Breach of terms and conditions of hire:** If the Hirer commits permits or allows any breach in the observance of these terms and conditions, Beechworth Food Co-operative may terminate permission to use the premises and the Hirer shall immediately vacate the premises and forfeits any prepaid hire fees for the venue .

*Current as at 6 October, 2019*

**29. These conditions are authorised and current as at 1 July 2019 and apply to all rooms for hire in the Beechworth Old Railway Station.**