



Lower Kalgan Community Association

Hall Hire Information & Contract

for our community by our community
this hall is owned and maintained by the LKCA Inc

Hall Asset

- Located 18kms east of the City of Albany
- Large parking area
- Disabled access and toilets
- Licensed for 200
- Wooden dance floor with large stage
- Fully equipped kitchen with servery to main hall
- Tables, chairs, crockery, cutlery and tablecloths
- Sound desk with speakers and two cordless microphones
- Baby grand piano

Included in Hire

- 2 x commercial 900mm electric ovens, commercial cook top, dish washer, microwave, urn, commercial fridge and freezer
- Coffee mugs, cutlery, plates, serving trays and kitchen utensils
- The main hall has a new wooden dance floor with carpeted border and bench seating
- 100 stackable plastic chairs and 12 lightweight plastic top tables which seat eight
- Two laminex top tables and a small jarrah presentation table
- Three entrances to the main hall with a separate entrance to the kitchen, ceiling fans, LED dimmable lighting with separate switching
- Bathrooms comprise of 2 cubicles in female bathroom with powder room, a single cubicle in male bathroom with urinal and an external disabled toilet with a baby change table attached to the hall.
- Cleaning products and equipment together with a supply of toilet paper, paper towels and bin liner bags



Hire fees

- \$100 non-refundable booking fee is payable within 7 days of booking to secure your venue. This deposit will be deducted off the hall hire fee in final invoice.
- \$500 bond and balance of hall hire fees are payable within 7 days of the function date. The bond will be refunded in full or part following a satisfactory final inspection after the event and following deduction of any residual fees from additional costs of hall equipment.
- \$400 hire charge for a 24hr booking.
- Extended setting up and clean up time available
- 18th and 21st birthday parties are generally NOT permitted in the hall. Contact the Hall Manager for further information.

Additional Hire Charges

100 white china table settings consisting of dinner plate, bread and butter plate and bowl. cutlery - knife, fork, dessert spoon, soup spoon and teaspoon	\$2.00 per setting
10 white linen tablecloths	\$10 each
Sound desk, speakers & microphones	\$100 bond and \$75 hire
Extra 24 hours bump in/out	\$20 per 24 hours

How to Book

Check availability with web page calendar or contact the hall manager
 Complete contract of hire; sign and return email to the hall manager together with deposit.

Conditions of Hire

- The deposit is paid within 7 days of booking and completion of this contract.
- The bond and hire fees are paid seven days before the event. Failure to do so may result in your function being cancelled.
- The hirer must be a person of 18+ years and accepts responsibility for the function, guests and the premises at all times ensuring that all the conditions under this agreement relating to management and supervision of the premises are met.
- Any adjustments to this contract must be made prior to the event via email and have approval by the hall manager.
- The hall bump in / out is negotiable and dependent on availability; we will endeavour to make set up and pack down accessible to your requirements.
- Decorations are welcome; please do not use double sided tape on walls. Please no wax dripping candles.
- **Cleaning the dance floor – please only sweep the floor any spot cleaning or spills may be cleaned with a damp cloth only. Please do NOT mop the floor.**
- Hirers must be aware of fire exits and emergency evacuation procedures prior to function and must inform guests of these procedures. Please observe the locations of extinguishers and fire control, exit doors must be kept clear and remain unlocked at all times during the function.
- LICENSING; If alcoholic drinks are to be sold, the hirer MUST obtain their own special function license from the Office of Racing, Gaming & Liquor, a copy of which is to be given to the hall manager prior to the function. This license is to be on display for the duration of the function. It is the responsibility of the hirer to abide by the license conditions.
- NO under aged drinking is permitted and it is the responsibility of the hall hirer to enforce this.
- The hirer shall ensure to avoid excessive noise, violent and criminal behaviour and excessive consumption of alcohol. No illegal drugs may be brought onto the hall premises or grounds.
- The fireplace is NOT to be used.
- Smoking is NOT permitted within the hall or under verandas. Guests may smoke outside but MUST use the appropriate receptacles for disposal of cigarette butts.
- NO animals are to enter the hall or kitchen. Assistance dogs excepted in the hall only.
- The hall and kitchen must be left clean and tidy. A basic clean is required by the hirer. Additional cost will be incurred if cleaners are required. This is charged at \$45 per hour with a minimum charge of \$75.
- Deductions may be made from the bond for breakages, damage, carpet cleaning, rubbish removal or to cover additional cleaning costs, this is at the discretion of the hall manager.
- Any damages and breakages must be reported to hall manager post event within 24 hours.
- All chairs & tables must be stacked away as found at the commencement of hire.
- The hirer is responsible for removal of ALL rubbish from the property including the outside area and parking area.
- Ensure the venue is secure before leaving the premises, all doors and windows locked and secure. All lights and electrical appliances must be checked and turned off before leaving the venue.
- Keys must be returned promptly to the hall manager or lock box. If keys are lost or not returned a portion of the bond will be used to cover lock changing.

This venue operates as a community facility; it is accessed by a broad range of groups and individuals for a variety of needs. Please ensure that this lovely hall is looked after for generations to come.



Contract of Hire

The completed contract forwarded to:
LKCA Hall Manager
lowerkalganhall@gmail.com

Postal address

Lower Kalgan Community Association Inc
c/- Lower King Post Office
LOWER KING WA 6330

Enquiries: 0419 955 324

This completed contract and deposit payment will confirm your booking, the bond will be held until the facilities in and around the hall have been inspected for both damage and/or cleaning following your event. All hire charges will be assessed as per this contract, there can be no negotiations as to hire charges other than with the committee of the Lower Kalgan Community Association. Members are encouraged to hire the hall please contact for further details.

Direct Deposit

Bendigo Bank
LKPC Inc
BSB 633 000
A/C No: 160245973
Please include your name and 'hall hire' in the reference

Preferred Caterers:

Kookas Catering 9844 7884 | 0417955096
Teede & Co. 0419605724
3D Catering 0428252027
Mean Fiddler 0419903870

Function Description:.....

Date of Function

Time Required.....

I/We

The organiser/s of the above function acknowledge that any person/s involved in or employed for the above function are present in or around the hall, the Lower Kalgan Community Association Inc. bears no responsibility for the safety and insurance of those persons and/or their property.

I/We the organisers of the above function agree to pay the cost of the hire of the hall to the amount of:

Fee	Amount	Total
Booking Fee- non refundable	\$100	\$100
Bond	\$500	\$500
Hall Hire 24hrs	\$300	
Dinner Setting	\$2 each x	
Tablecloths (inc laundry)	\$10 each x	
Sound System	\$100 bond & \$75 fee	
Extra days	\$20 per 24 hours	
Other.....		
Credit Booking Fee on Hall Hire		-\$100
Total		

Catering Company / Names of Caterers.....

Contact Numbers for above

LKCA prefer to use a caterer on our list, if you use a non preferred caterer you will be responsible for any cleaning and replacement of asset or equipment.

SIGNED

ADDRESS

CONTACT NUMBERS

EMAIL

Tax Invoice Required YES/NO

BANK DETAILS FOR BOND REFUND

Name
BSB
Account

Office Only:

Booking No.	
Date Deposit Paid	
Date Bond/ Fee Paid	Date Bond/s refunded
Extra Payments	
Total Payments	Total refunded

Updated 12/8/17