



**12<sup>th</sup> Caulfield (St. Johns) Scout Group,**

1 Beavis Street, Elsternwick.

Postal address (Hall hire) 11 Gisborne Street, Elsternwick, 3185.

SCOUT ASSOCIATION OF AUSTRALIA (VICTORIAN BRANCH)

**CASUAL HALL HIRE – AGREEMENT TO LEASE FACILITY**

**AGREEMENT** between the **12<sup>th</sup> Caulfield Scout Group** (The 'Group') on behalf of the Scout Association of Australia (Victorian Branch) ('Leasor')

**AND**

..... ('Leasee')

of ..... (address)

Phone (A/H).....(mobile) .....

email.....

**Premises: 12<sup>th</sup> Caulfield Scout Hall**, 1 Beavis Street, Elsternwick, Victoria. (The 'Facility'\*)

\*"The Facility" includes all buildings and land referred to in and specified by this lease.

**Period of Lease:**       **From:** (date and time) .....

**To:** (date & time) .....

**Function/purpose:** .....

**The Leasor grants the Lease to the Leasee on the following conditions:**

1) **It is the responsibility of the Leasee:**

- a) To pay the Lease fee of \$.....**and a fully refundable security bond of \$100** to the Group in exchange for which the Leasee shall be entitled to use of the Facility floor space, conveniences, chairs and tables and water heating appliances. Full payment of the fee is required to secure the booking. The bond is payable on collection of the key unless paid previously.
- b) To keep the Facility and every part of it and everything in it in good substantial repair and condition and to keep the Facility clean and tidy and pay promptly for any loss or damage.
- c) To compensate the Group for the cost of repairs or replacement of any damage to the Facility or to the furniture, furnishings, windows or equipment during occupancy.
- d) Not to do or permit anything to be done on the Facility or any part of it which may be, or become, the nuisance, annoyance or damage to the Group or the owners, tenants or other occupiers of other property in the neighbourhood, or which may prejudice the insurance of the premises or any part of it.
- e) To obtain any permits including Liquor permits necessary for the proposed use of the Facility.
- f) Not to interfere with, or remove any Scouting equipment.

- g) To permit the Lessor or its servants and agents at all reasonable times to enter and view the Facility and the arrangements made to keep the Facility in accordance with paragraph b) of this Clause 1.
- h) **To leave the Facility (and the surrounds) in a clean and tidy condition** - specifically to remove all the Leasee's refuse from the Facility, to wash any items used and store them away in the cupboards provided, to restack any tables or chairs used into the furniture cupboard, to remove all foodstuffs from the kitchen including the refrigerator, to sweep the floors and wipe down all kitchen surfaces.
- i) Not to do or permit anything to be done on the Facility which may adversely affect the Lessor's position as Leasee of the Facility or which may be a breach of any covenant contained in the Lease granted to the Lessor.
- j) To obtain approval for the use of any materials to prepare the floor for dancing, gymnastics or similar activities if required from the Lessor before the application of those materials or any of them.
- k) To indemnify the Lessor and hold harmless from and against all damages, costs, actions, claims and demands that may be sustained or suffered or recovered against the Lessor by the Leasee, its servants and employees, or any other person whatsoever.
- l) To notify the Authorized Representative of the Group for the Lessor of any occurrence that may have damaged the Facility or caused injury or damage to a person.

2) **These conditions are to be read in conjunction** with those listed in the Frequently Asked Questions page

3) **The Lessor does not insure the Leasee's property or legal liability exposures.** Consequently, the Lessor strongly recommends that the Leasee obtain adequate insurance protection. The Leasee acknowledges that to the fullest extent permitted by law, the Lessor and its servants and agents are not under any liability to the Leasee or to any third party for any loss of or damage to any property or injury suffered. This includes any legal liability that may otherwise arise as a result of any direct or indirect act, neglect or default by the Lessor or any of its servants or agents.

4) **Termination of the Lease** can be effected by either party giving to the other two weeks notice. For casual bookings, more than 2 weeks notice to terminate will result in a cancellation fee of \$50. After this time, the full hall hire fee is non-refundable.

5) **The security bond** or part thereof will be returned to the Leasee when the Lessor ascertains that the Facility has been left as required by clauses 1a) to 1l) and all keys have been returned.

6) **The Lease will be cancelled** if any of these clauses are found to have been violated.

**SIGNED:**  .....

**Address:**  
 .....  
 .....

**Date:** .....

For and on behalf of the Leasee



## 12<sup>th</sup> Caulfield (St John's) Scout Hall

1 Beavis Street, Elsternwick 3185

Postal address (Hall hire) – 11 Gisborne Street, Elsternwick, 3185.

Telephone enquiries - (03) 9528 5431

Email: [hallhire@12thcaulfield.asn.au](mailto:hallhire@12thcaulfield.asn.au)

Website: [www.12thcaulfield.asn.au](http://www.12thcaulfield.asn.au)

### Casual Hall Hire FREQUENTLY ASKED QUESTIONS...

#### \* How many people can the Hall accommodate?

The hall can easily seat around 100 people for a meeting and around 80 at tables.

#### \* Can I inspect the Hall?

Yes, you can initially see photos of the hall on our website at: [www.12thcaulfield.asn.au](http://www.12thcaulfield.asn.au). If necessary, a closer inspection can be arranged by emailing [hallhire@12thcaulfield.asn.au](mailto:hallhire@12thcaulfield.asn.au) or calling Jenny on 9528 5431.

#### \* How much does it cost?

\$100 for a half - from 8am-12noon or 1pm-5pm (4 hours)

\$200 for a full day - from 8am until 5pm (9 hours)

\$250 for an evening - from 6pm until 12midnight (6 hours)

#### \* When can I gain access for setting up?

This depends on whether there are existing bookings for the same day. When available, extra time can be booked for setting up as outlined below. The key will be handed over at a mutually convenient time on receipt of the \$100 bond.

#### \* Can I book extra time so I can set up before my function?

Yes, if the venue is available. The cost is \$100 for a second half day.

#### \* How do I secure a booking and when do I pay?

First, email [[hallhire@12thcaulfield.asn.au](mailto:hallhire@12thcaulfield.asn.au)] or phone (9528-5431) to check the availability of dates. Then complete the Lease Agreement Form. You can download the PDF form here at: [www.12thcaulfield.asn.au/hall-hire/](http://www.12thcaulfield.asn.au/hall-hire/). Send the form to: **12th Caulfield Hall Hire, 11 Gisborne Street, Elsternwick, 3185** - *not to the Hall or PO Box*. Also include the lease fee, as a cheque made payable to '12th Caulfield Scout Group' or organise to pay cash. The bond/key deposit is due separately on receipt of the key.

#### \* Are there any cancellation fees if I choose not to use the Hall?

Yes. A \$50 cancellation fee is charged up until 2 weeks prior to the booking date. After this time, the full hall hire fee is non-refundable.

#### \* Is there a security bond?

Yes. A fully refundable \$100 security bond is required on the day of hire, in order for you to receive the key.

#### \* When am I required to return the key?

By 10.00am the next morning unless prior arrangements are made. However, for evening functions, cleaning of the hall is required to be completed that night as others may be using the hall the next morning.

#### \* Is the Scout Hall a smoking Venue?

Smoking is not permitted anywhere on the premises of the Scout Hall. Furthermore, butts are not to be discarded around the entrance ramp.

**\* Where is the carpark?**

Parking is available in the adjoining council carpark (behind Coles). This is limited to 2 hours during the day (Monday to Saturday), but unlimited after 6pm.

**\* Does the Scout Hall have disabled access?**

Yes, a ramp leads directly to the street; however we do not have disabled toilet facilities.

**\* Am I allowed to decorate the walls and the structure?**

Yes, provided that all fixings, tapes etc cause no permanent damage and are removed.

**\* Can I hire the hall for children's parties?**

Certainly! We welcome parties for younger children but please note, we are unable to hire the hall for teenage parties for groups aged in the 15 to 30 year age bracket.

**\* Can I hire the hall for a bucks' night party?**

No, our hall is not available for hiring for bucks' night celebrations.

**\* Is catering available?**

No, we do not organise food catering. We only hire the space.

**\* Do you provide a PA system?**

No, there is no PA system in the building, nor do we have a piano on site.

**\* How much noise am I allowed to make?**

The Scout Hall is located in a local neighbourhood area. Therefore, we do not want hirers who are going to disturb our neighbours. Noise and music are to be kept to moderate levels and contained inside the hall by keeping the front door closed. Hirers are required to be considerate toward our neighbours when returning to their cars or accessing taxis.

**\* Are plates and glasses provided?**

The kitchenette has some glasses and plates, but you are advised to bring your own for larger groups.

**\* Are tables and chairs provided?**

There are 10 trestle tables seating 8-10 and stackable plastic chairs for around 75 people.

**\* Am I required to clean the hall?**

**Yes.** For the general hall hire fee you are required to clean the Hall and leave it as found. All balloons, decorations, etc must be removed. Any items used must be washed and stored away in the cupboards provided. Tables or chairs should be restacked into the furniture cupboard. All foodstuffs need to be removed from the kitchen, including from the refrigerator. Floors need to be swept (*and mopped if necessary*), and all kitchen surfaces wiped down. (Brooms, bucket, mop and a cleaner's sink are provided in the girl's toilet.) Cleaning extends to any litter or cigarette butts that may have been dropped outside the entrance. Failure to do so will result in a charge being levied against the key deposit (security bond).

**Note:** There are tenants often booked on Sunday mornings so cleaning MUST be completed by midnight for Saturday evening bookings.

**\* Am I required to remove my rubbish?**

Yes, you are required to remove all rubbish from the premises to your own bins. Bins in the southern lane are the property of the shops nearby and are not for our use. No rubbish is to be left on the kerb side. We recommend you bring a few sturdy garbage bags with you.

**\* Can I use the open fire?**

Yes, you may light a small fire in the fireplace, but you will need to supply your own wood and be prepared to take away ashes – hot or cold - as part of your cleaning requirements. Hot ashes must NOT be put in the bins. (We suggest bringing a small shovel and old metal buckets.) Do not use the fire unless you are prepared to supervise it carefully and clean it afterwards.

**\* Where can I get a copy of the Hire Agreement Form?**

You can view and print off a copy of the form here at [www.12thcaulfield.asn.au/hall-hire/](http://www.12thcaulfield.asn.au/hall-hire/) or by emailing a request to [hallhire@12thcaulfield.asn.au](mailto:hallhire@12thcaulfield.asn.au).