



## **12th Caulfield (St John's) Scout Hall**

1 Beavis Street, Elsternwick 3185

Telephone enquiries -Clive 0438 939 762

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.**

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

Certainly! We welcome parties for younger children but please note, we DO NOT hire the hall for teenage parties or groups aged in the 15 to 30-year age bracket.

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

No, our hall is not available for hiring for these events.

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

The hall can seat around 70 people for a meeting and around 70 at 10 trestle tables. We have stackable plastic chairs for around 70 people. The hall is approximately 70 sq m in area.

#### **\* 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 Clive on 0438 939 762.

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

\$150 for a half day - from 8am-12noon or 1pm-5pm (4 hours)

\$250 for a full day -from 8am until 5pm (9 hours)

\$300 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. Of course, when available, extra time preceding your event can be booked for setting up. The cost is \$100 for a second half day.

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

A fully refundable key bond is required when you collect the key. The bond is \$100, and loss of the key will result in the billing to you the costs of changing the locks and cutting replacement security keys for all our leaders. We do not charge a security bond as such as we rely on your integrity to leave the hall clean and undamaged as found.

#### **\* Can I outsource my event preparations to a party planner, DJ and/or caterer?**

Of course, you can get some help with the cooking! However, we do not allow your event to be run by a third party. The contract for hire and control of the key is with you alone and any problems that arise if you do involve third party contracts become your responsibility. In particular, advertising your event on any social media platform such as Facebook or Twitter will result in immediate cancellation of your booking, loss of 100% of your booking fee and notification to the police who are empowered to shut down such events.

#### **\* Can I hire the hall overnight?**

No, we do not allow overnight events. The hall must be cleaned and vacated by midnight. If you wish to store goods overnight before an event the following day, you will need to hire the preceding evening (if available). Goods are stored at your own risk. We cannot provide a guaranteed secured space for storage.

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

First, email [[hallhire@12thcaulfield.asn.au](mailto:hallhire@12thcaulfield.asn.au)] or phone **Clive (0438 939 762)** to check the availability of dates. Then complete the Lease Agreement Form. You can download the PDF form from our website by clicking here: [www.12thcaulfield.asn.au](http://www.12thcaulfield.asn.au) and selecting the hall hire tab. Complete, scan and email the form to

[hallhire@12thcaulfield.asn.au](mailto:hallhire@12thcaulfield.asn.au). On receipt of your form, we will provide you with our bank details to pay the lease fee and secure your booking. The bond/key deposit is due separately on receipt of the key in cash.

**\* 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.

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

By 10.00am the next morning unless prior arrangements are made. Note: for evening functions, cleaning of the hall MUST 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, the unpainted brick walls can be decorated, provided that all fixings, tapes etc cause no permanent damage and are removed. Please DO NOT stick tape on painted surfaces.

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

No, there is no PA system in the building. For music, we suggest a speaker system with an iPod.

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

The Scout Hall is in a local neighbourhood area. Therefore, we do not want hirers who are going to disturb our neighbours, especially by congregating outside to drink and smoke. 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.

**\* 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. Tables or chairs must 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, buckets, mops, 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 often bookings 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. 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](http://www.12thcaulfield.asn.au) or by emailing a request to [hallhire@12thcaulfield.asn.au](mailto:hallhire@12thcaulfield.asn.au).