



HIRE OF CHORAL HALL TERMS & CONDITIONS

1. SAFETY

- Smoking is not permitted on the premises, or in any Choral Society Buildings.
- Alcohol must not be brought onto or consumed in or around the premises unless prior approval has been sought from the Booking Convenor.
- Proof of a liquor licence must be provided prior to an event where the supply of alcohol may occur.
- No drugs, firearms or dangerous substances may be taken onto the premises.
- The kitchen is not to be used for any catering or for hot food preparation. It is suitable for tea and coffee preparation and for light foods such as snacks and sandwiches.

2. CHILDREN

- Children on the premises must be supervised at all times to ensure their safety and that of Choral Society premises and contents.
- Parents waiting to collect children are to remain in the foyer area or outside unless Hall 1 or 2 has been booked as a waiting area. This is to ensure that users in the other halls are not disturbed by noise or interruptions.

3. NOISE

- 10pm noise restrictions apply as this is a residential area.

4. SECURITY

Before leaving the premises:

- Double check that all lights, heaters, air conditioners, fans and relevant power points are turned off.
- Windows must be closed and locked.
- Any Equipment that has been moved must be returned to its original position.
- Ensure that all doors are securely locked.



5. CLEANING

- Food is not permitted in carpeted areas.
- Only water bottles with lids are to be taken into any of the carpeted areas.
- Before leaving, sweep the floor and mop up any spills.
- Vacuum the hall and foyer area (Vacuum cleaner is in the cleaners' cupboard at the end of the hallway outside the toilets.)
- Wash, dry and put away any cutlery, crockery or kitchen utensils used.
- Turn off urns.
- Rubbish must be disposed of in the bins provided. Spare garbage liners are in the kitchen.
- Before leaving, empty the bins into the wheelie bins situated outside the Costume House.

6. EQUIPMENT AND STORAGE

- Choral Hall is used as a functioning music venue and contains valuable and costly instruments and equipment. We ask that you take extreme care around these items.
- The hirer will pay to Toowoomba Choral Society Inc. the costs of any damage or loss to the premises or its contents, which may arise as a result of the use of the premises by the hirer or his/her attendees.
- Damage or loss to facilities and/or equipment may result in the termination of a Booking Agreement and further use of Choral Hall may be restricted or refused.
- Chairs used for performances must be stacked at the back of the room after any rehearsal or performance.

7. CARE OF GRAND PIANO AND UPRIGHT PIANOS

- The grand piano and upright pianos if used, must be treated with care and covered after use.
- No food or drinks are to be placed on the pianos or used around the pianos.
- Piano tuning occurs annually; however, if deemed necessary may be done bi-annually.
- Tuning outside this schedule is at the hirer's own expense.

8. FEES & CHARGES

- Casual hirers will be charged the fee according to the '*Application for Casual Hall Booking*' form.
- Tenants will be charged the approved fee based on their '*Application for Tenancy*' form.



Fees as at October 2018

Venue Type	Hall Facilities	Half-Day Hire	Full-Day Hire	Additional Hours
Hall 1	Includes concert hall with grand piano and stage, Hall 2 and kitchen	\$150.00 (up to 4 hrs)	\$280.00 (up to 8 hrs)	\$25.00 p/hr (Over 8 hrs)
Hall 2	Includes use of the kitchen	\$100.00 (up to 4 hrs)	\$180.00 (up to 8 hrs)	\$25.00 p/hr (Over 8 hrs)
Hall 3	Includes carpeted rehearsal area with piano, Hall 2 and Kitchen	\$80.00 (up to 4 hrs)	\$150.00 (up to 8 hrs)	\$25.00 p/hr (Over 8 hrs)
Full Complex	Includes all Halls (Halls 1, 2 and 3 and Kitchen)	\$200.00 (up to 4 hrs)	\$380.00 (up to 8 hrs)	\$25.00 p/hr (Over 8 hrs)

IMPORTANT NOTE: The kitchen and servery area are not suitable for hot food preparation.

9. HALL BOND

- All casual hall hirers will be required to pay in advance a refundable bond of \$100.00
- This bond will not be refunded if facilities are not cleaned according to the Terms & Conditions listed above, and if key not returned.
- The bond is payable by direct debit.
- Account details can be located on the booking form, or on request from the Hall Booking Convenor.
- Long term tenants will be charged a \$60.00 cleaning fee per week in addition to their weekly rent if facilities are not cleaned according to the cleaning Terms & Conditions listed above under (Section 5. Cleaning)

10. PUBLIC LIABILITY INSURANCE

- The Hall Booking Convenor is to sight a Certificate of Currency detailing the hirer's Public Liability Insurance Policy.

11. PARKING

- There is limited parking on Choral Hall premises but ample street parking along Raff and Bridge Streets.



12. HALL SPECIFICATIONS

Venue Type	Venue Dimensions
Hall 1	15mtrs x 9.2mtrs (approx.)
Hall 2	15mtrs x 7.5mtrs (approx.)
Hall 3	9mtrs x 7.4mtrs (approx.)

13. HALL FACILITIES

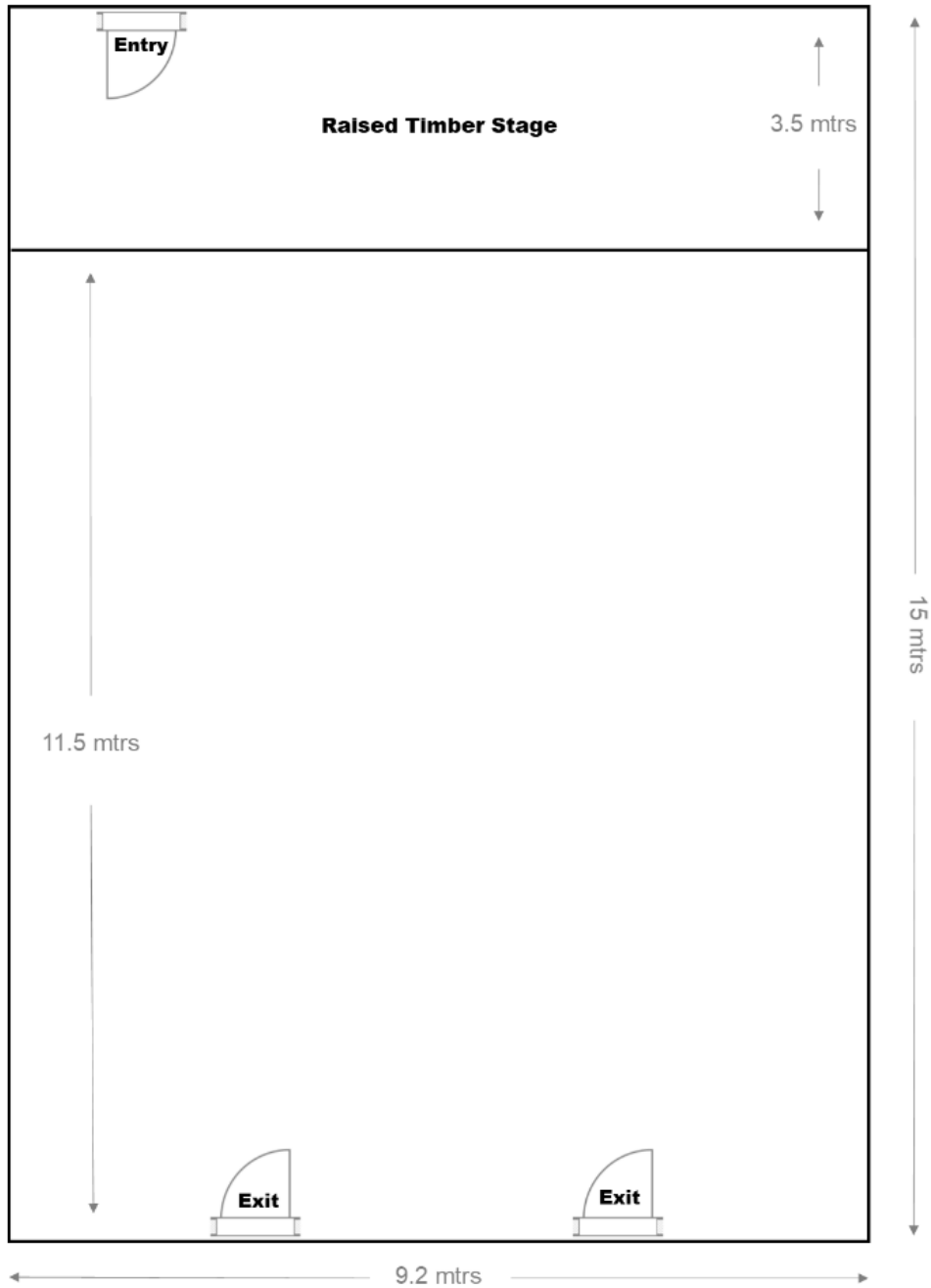
Venue Type	Venue Facilities
Hall 1	Concert Hall with raised timber Stage Kawai Grand Piano Carpeted Flooring Reverse Cycle Air-conditioning Ceiling Fans Chairs/Tables available upon request 3 x Entry/Exit doors
Hall 2	Hall with raised timber Stage Yamaha Upright Piano Hardwood polished timber Flooring Reverse Cycle Air-conditioning Ceiling Fans Chairs/Tables available upon request 3 x Entry/Exit doors
Hall 3	Smaller Hall with Carpeted Flooring Kawai Upright Piano Reverse Cycle Air-conditioning Ceiling Fans Chairs/Tables available upon request 2 x Entry/Exit doors

IMPORTANT NOTE: Choral Hall does not provide disabled toilets or access



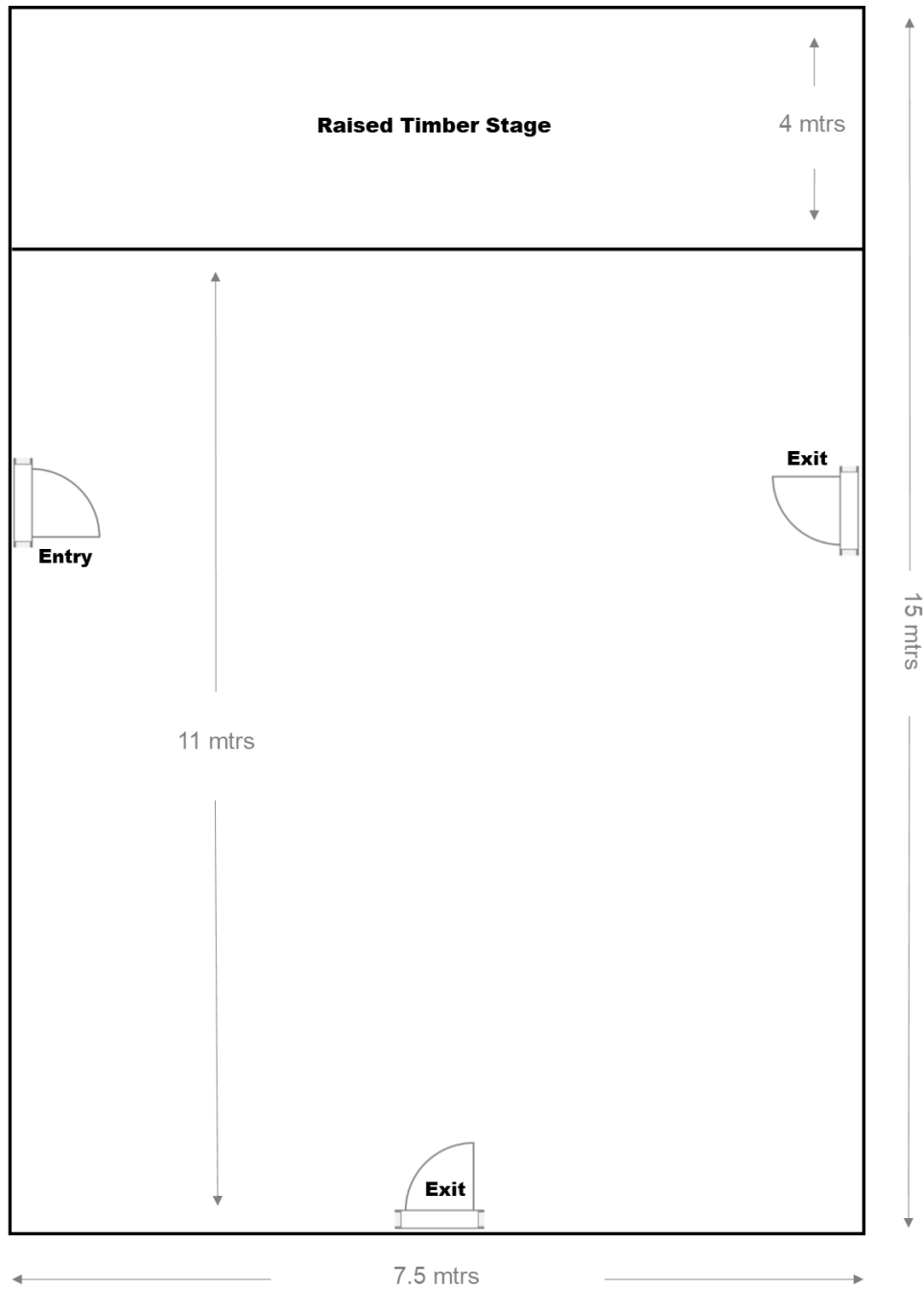
14. HALL LAYOUTS

HALL 1 - LAYOUT





HALL 2 - LAYOUT





HALL 3 - LAYOUT

