**PROSPECT RSL SUB-BRANCH INC**

Email: prospect@rslsa.org.au

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**ABN 68 625 979 184**

1Menzies Crescent, Prospect SA 5082

PO Box 601 Prospect East, SA 5082.

**PROSPECT RSL HALL HIRE TERMS & CONDITIONS INFORMATION for North Adelaide Football Club Inc sub-letting to SEDA College on an adhoc basis when the NAFC facility (The Pavilion) is unavailable.**

Prospect RSL Sub-Branch (Prospect RSL) is a not-for-profit organisation run by volunteers for the benefit of Sub-Branch Members, serving Australian Defence Force members, Veteransand the Community. Terms and Conditions are current as of 19 July 2024.

**GENERAL INFORMATION**

**1**. Please read all pages to be aware of the terms, conditions and charges which apply for Hall hire and use.

**2.** Hall hirers must be 18 years or over to hire the hall.

**3**. Hall limit is **100** people depending on the activity and set-up. The hall is 190 square metres**.**

**4**. **Adhere to any health regulations in force at time of hall hire.** Check current rules for your activity at SA Health: [https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/home/home](https://www.sahealth.sa.gov.au/wps/wcm/connect/public%2Bcontent/sa%2Bhealth%2Binternet/home/home)

* **Hygiene:** Hirer to provide own hand sanitiser on entry and exit of the premises and take away at end of hire.
* **Food Service:** Check Eas**t**ern Health Authority <https://www.eha.sa.gov.au/food-safety>

**5**. Prospect RSL is committed to protecting your privacy. Any personal information you provide will be used to process your request and available to others as legally required.

**6**. **AVAILABLE DAYS & TIMES**

The hours would generally be 8:30am to 3pm on Mondays, Wednesdays and Fridays

Exceptions to hire sublet are:

1 Wednesdays during RSL daytime 8 Ball season (generally July to November)

2 Thursdays

3   Fridays during NAFC football season

4   Days prior to and including ANZAC Day & Remembrance Day

**7. SUITABLE HIRE ACTIVITIES MAY INCLUDE:**

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| Small community group activities | Meetings | Community Quiz Nights/fund-raisers |
| Book launches/book club activities  | Old Scholar/Family reunions | Community lunches |
| Rehearsals | Workshops/Seminars | Small Business/trade events |
| Morning/afternoon tea activities  | Memorial /funeral services | Dance, exercise, yoga, tai chi classes |

**8. FACILITIES AVAILABLE (included in Hall hire):**

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| Hall (wooden floor, toilets, small stage) | Air-conditioners (reverse cycle cool & heat) |
| Disability access ramp at front entrance. | Juke Box (classic design multi-media) |
| Microphone & lectern | Wall-mounted 70cm TV screen |
| 18 rectangular white laminated folding tables on wheels (210cms long x 75cms wide) | Kitchen (double Sink; hot & cold water) + small Fridge |
| 112 stackable chairs. Chair-stackers | Electric urn & electric kettle |
| Mobile white-board (hirer supply markers & cleaning cloth)  | Cleaning items: broom, mop, bucket and dustpan |
| First Aid Box +Defibrillator (south-east wall by kitchen): <https://youtu.be/Ztn1Hl3-jqI>  |

**9. Full Kitchen commercial catering facilities (when hall is hired and kitchen is used by caterers for the event OR**

 **Sessional Hire for commercial operations: $50 each booking for half-day (4 hours) OR $100 full day 8 hours)**

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| Bain Maries | Oven with stove top | Toaster oven | Microwave oven |
| Pie-warmer | Fridge & Freezer | Dishwasher |  |

**10. NOT INCLUDED IN HALL HIRE:** Hirers provide their own tea, coffee, sugar and milk; crockery, cutlery, cookware, cooking utensils, tea towels, paper towels, table linen cleaning products, white board markers, sponges, cloths, hand disinfectant, disinfectant and garbage bags. Do not use any RSL supplies left in kitchen.

**11. RESTRICTIONS**

* Activities not covered under Prospect RSL Club Insurance Policy for facility hire including (but are not limited to) games and sporting activities, children’s rides, animal rides, amusement rides and devices, inflatable recreational equipment, licenced security personnel, fireworks, pyrotechnics, rock / pop concerts.
* No weddings, DJs, birthday parties (only children 12 yrs & under), ‘hen’s or ‘buck’ events, stripper events, illegal /undesirable activity. No activities deemed anti -social behaviour, discriminatory or hate- inciting. No sale of restricted premise adult products. No gambling except for minor raffles.
* No smoking inside hall grounds. Cigarette butt receptacles provided outside the Hall.
* Minors must be accompanied by a responsible adult at all times.
* No animals inside Hall unless those allowed by law, a therapeutic program or activity suited to inside the Hall.
* Limited car parking available on site and in surrounding streets during Prospect Oval & environs events.
* Any signage displayed outside the venue by the Hirer must comply with City of Prospect’s Signage Policy.

**12. RESPONSIBLE SERVICE OF ALCOHOL**

Prospect RSL Hall is a licensed venue. No alcoholic beverages can be brought onto the premises by any hirer/guests at any function (apart from minor raffle prizes & gifts). Any person aged under 18 years may not consume or purchase an alcoholic beverage. Arrangements can be made to use the Prospect RSL licensed bar with its bar-servers for sale of alcoholic beverages (soft drinks available), Credit card facilities available or as agreed prior to hire with the Prospect RSL Hall Property Manager: Mob: 0466 887 975.

**13. INSURANCE**

Hirers that are incorporated groups, companies, organisations and users undertaking physical activities must provide a copy of Certificate of Currency (valid for the date/s of hire) of public liability insurance to provide cover with respect to any personal injury, death or property damage to a minimum value of $10 million.

For one off and occasional hire for events by a private person, the hirer should purchase own “Venue Hirers” public liability insurance to a minimum value of $10 million from an insurance company.

**14. BOOKING TIME**

Include time to set up, pack up and arranging for equipment to be delivered or collected. Do not enter the building before your hire time and leave the building at the time your hire ends.

**15. DECORATIONS**

The Hall may be decorated. Nothing is to be nailed, screwed, stapled or adhered to any wall, door, floor or other surface of the venue. Confetti, rice and glitter are not permitted in the venue.

**16. AIR-CONDITIONERS (cool & heat) AND OVERHEAD FANS**

Doors to be closed when air conditioners are used. Air-conditioner remote /Overhead Fans controls are by the Bar. Check air-conditioners & Overhead fans are turned OFF at end of session.

**17. ALARM**

Approved hirers will be given alarm instructions and a demonstration of how to set and re-arm the alarm. If the building alarm is set off, the after-hours assistance or emergency services are called out and the hirer is at fault, the call-out fee will be deducted from the bond.

**17. CHAIR & FOLDING TABLE STORAGE**

Stackable chairs & white folding tables are to be stored against the south wall and items from the side room off the main front hall entrance are to be returned. Do not drag tables- check wheel mechanism is unlocked and rolls along Depress to lock in place. Unlock (lift up) to roll back.

The two 8 ball tables inside main hall are NOT to be moved at any time. A $150 payment for re-balancing will be deducted from the security bond.

**18. SAFETY & EMERGENCIES**

Follow emergency procedures supplied and displayed on site. Prior to a function or event, observe the locations of, and the instructions on extinguishers and fire blankets, defibrillator as well as fire exits and emergency evacuation procedures. Exits, doors, corridors and gateways are to be kept clear for use in an emergency at all times.

The hirer will be financially liable for all fees for not following any Prospect RSL Hall instructions, call outs of emergency services, including Police, Fire and Ambulance Services whether through their own action or through the action of their guests or appointed contractors.

**19. ELECTRICAL**

Any use of electrical equipment (beyond that supplied by Prospect RSL) will need to be tested and tagged by a qualified electrician unless it is new purchased within the last 12 months. Any subsequent damage caused by non-tested equipment will incur cost to the hirer.

**20. FIRE SAFETY**

The use of compressed gas, flammable liquid / gas, heaters, smoke machines, lamps, lanterns and other heat producing devices (other than cake candles) is forbidden in the hall. Table display candle flames must be enclosed.

**21. CATERING AND OUTSIDE CONTRACTORS**

Hirers shall make private arrangements for catering during their event. Hirersshould ensureall out-sourced contractors such as decorators, caterers and musicians have their own public liability insurance. Prospect RSL will not accept responsibility for other parties acting on behalf of the Hirer.

**22. PROPERTY AND PERSONAL DAMAGE**

Prospect RSL will not accept responsibility for:

* Loss or damage incurred to any hirer’s items in the venue prior to, during or after any function. The Hirer will be responsible for any damage to or sustained to Prospect RSL property by the Hirer, or their guests or appointed contractors.
* Injuries sustained to any person as a result of equipment installed at the venue by the Hirer or parties acting on behalf of the Hirer.
* Do not drag chairs and tables across the floor - lift chairs and use the chair trolley provided. Make sure table wheels are not on brake when wheeling across the floor. When table is in position, then depress brake on wheel.

**23. NOISE LEVELS/AMPLIFICATIONS**

All music (live or amplified) must stop by 11.00pm. Noise levels from any music, amplification and/or public address systems must not exceed 65dBA. Hirers and guests are expected to leave the hall area in a quiet and orderly manner.

**24. ON DEPARTURE**

At function end hirer to ensure:

1. **Tidy up, clean and disinfect** (mop, bucket, broom dustpan supplied)**:**
* Wipe /disinfect unclean used tables and chairs and all surfaces used in the Kitchen.
* Stack chairs on the chair trolleys in piles of 10.
* Fold down tables, unlock the wheel mechanism and roll to south wall. Do not drag.
* If the Prospect RSL Kitchen portable urn is used, empty safely and leave upside down on sink.
* Sweep floors; mop any spills. Only use warm water on wooden floor (no detergents).
* If you have used the bin/s, empty and leave re-lined for the next hirers. Take home all your rubbish.
1. **Turn off:**
* Air conditioning, overhead fans, stove, oven and appliances are turned off.

**3. Lock up**:

* Close/lock all windows and interior doors. Check the toilets. Turn off the lights. Check the front door is locked.
* Arm the alarm. Lock back door. Return keys to key safe.

**25. KEY COLLECTION AND RETURN**

The Hall has a key safe. The Hirer will be given a three-digit code to the key safe. The Hirer must not provide the code to any person who is not a party to the Agreement for Hire. The Hirer must return the keys to the key safe at the Hall at the end of the hire.

**26. CONFIRMATION OF BOOKING**

A Hall booking is confirmed when the Prospect RSL Hall Booking Manager receives the completed Booking Form and Hire Fees, Security Bond and Certificate of Currency for Public Liability Insurance.

**27. PAYMENT**

The hirer will be emailed an invoice from Prospect RSL Treasurer. Payment may be made: by Electronic Bank Transfer to: Account Name: Prospect Sub Branch RSL Inc.

 BSB = 105 037 Account No. = 1651 21240

Email a copy of printed receipt of your electronic bank transfer to: prospectrslhallhire@gmail.com

OR by cheque payable to: Prospect Sub Branch RSL Inc OR paid in person at the Prospect RSL Club using credit card or cash on a Thursday evening from 6pm-8pm.

**28. CANCELLATION AND AMENDMENT OF BOOKING**

* Any request to cancel or amend a confirmed booking shall be advised by email or phone to Prospect RSL Hall Booking Manager as soon as possible and not later than 28 days prior to the scheduled date of the event.

 A late cancellation fee of $50.00 may apply for any cancellation advised inside 28 days. This charge may be deducted from the Security Bond.

* With cancellation within 2 months of the hire date, hire fees may not be refunded unless that Hirer re-hires the Hall on another occasion. Bond money will be refunded. (Full amount of the bond is refundable after completion of hire, as long as the Hall is cleaned and refurbished to the satisfaction of the Prospect RSL representative).
* Bond money may be retained by Prospect RSL if the hirer indicates preference for a bond to be retained to avoid multiple payments for longer term hall hire. Hirer is to indicate this by email to Hall Booking Manager (on prospectrslhallhire@gmail.com ) who will inform the RSL Treasurer.

**29. CHARGES: effective 6 February 2023**

**Hall Booking Times:** Is per hour and does not include set-up & pack-up which is additional cost at half-hour blocks of the hourly rate.

**Hire Rates definitions:**

**Category 1 means:**

* Hirer is a Prospect RSL member for RSL associated individual/group activities.
* Hirer is an Australian Defence Force member for associated individual/group activities.
* Hirer is a resident living in Prospect Council area or Not-for-Profit group based in Prospect Council area.

**Category 2 means:**

* Hirer is a Commercial activity (i.e., for-profit enterprises engaged in business activities).
* Hirer charges an event fee to make a profit and/or selling products
* Hirer is a resident not living in Prospect Council area or a For Profit group not based in Prospect Council area.

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| Set-up & Pack-up time additional cost of half-hour blocks of the hourly rate. | **Category 1**  | **Category 2**  |
| Monday to Friday  | $12.00 per hour  | $15.00 per hour |
| Saturday, Sunday & Public Holidays | $25.00 per hour | $40.00 per hour |
| Prospect RSL Bar booked | $15.00 per hour per bar person.Needs to include ½ hour before event & 1 hour after event or as agreed with the Bar Manager. |
| Use of full kitchen facilities (catering):  | Use of full kitchen facilities e.g.: Flat rate of $50.00 each booking for catering plus hall hire when hall is hired & kitchen is used for catering for the event ORSessional Hire: $50 each booking for half-day (4 hours) OR $100 full day 8 hours) |
| **SECURITY BOND** Refundable, as per conditions | * Commercial/private: $250. With full kitchen use: $300.
* Not for profit/ RSL Sub-Branch Members & RSL associated activities: $150. With full kitchen use: $200
 |

**30. PRICE VARIATIONS:** Prospect RSL will make every endeavour to maintain prices as published at time of booking; however, prices may be subject to change to cover unforeseen variations to Club costs.

**31. UNDERSTANDING OF AGREEMENT**

I, the Hirer, acknowledge that I have read and fully understand the above terms and conditions and charges and I am willing to abide by them upon confirmation of the booking agreement by the Prospect RSL Club representative.