

Green Point on Wallis Lake Community Association.

Terms and Conditions of Hall Hire.

- * The Hall is located in **Bottlebrush Close, Green Point.**
The hall has a venue capacity of 50 people and there are 7 large and 3 small tables and 41 chairs.
- * A **BBQ** is available to use outside. Hirers need to request this of the Booking Officer and provide their own gas bottle. **Care** should be taken to keep paths free of oil and to **thoroughly clean** the BBQ before returning it to the roller door. Ensure this is locked up at the end of hire.
- * Bookings can be made prior to your hire with the **Hall Booking Officer Laurene** on **0438166019**, providing your name, address, phone number, email address and duration/type of hire.

Hall Hire Type & Period	Per Hour	Hire Rate	Payable Bond	Special Requirements
Half Day (4 Hours)	\$20/Hour (+\$10/Hour after 4 Hours)	\$80	-	
Full Day (8 Hours)	\$12.50/Hour (+\$10/Hour after 8 Hours)	\$100	-	
Regular Hire	\$10/Hour	\$10/Hour	-	
Evening Hire (6 - 10pm) Capped at 12pm	\$30/Hour (+\$10/Hour after 4 Hours)	\$120	\$250	*MCC Hall Hire Booking Application Form (see link) *Safe Party Notification Form(if alcohol consumed) (see link)
Small Weddings 7 hours (e.g.5pm - 12pm)	\$40/ Hour	Negotiable \$50 time to set up (day of wedding) \$280 Wedding \$50 time to clean up (next day AM) TOTAL: \$380	\$250	As above

- * All bookings are subject to a **cancellation fee** or otherwise eligible for a **refund** of any fees paid, or otherwise at the discretion of the Booking Officer. (Over 7 days notice - 100%, 3-6 days notice - 50%, 72 hours or less - 0%)
- * First time hirers are to be sent an email of the hire terms and conditions.
- * The Booking Officer will open the hall at the agreed time of booking/hall set up and lock up at the end of hire when the hall condition is checked. Keys are not normally issued to the hirer.
- * **Payment** can be a) In advance of your hire by **Direct Debit** **BSB 062669** **Account Number 102499807.**
Use your '**Surname**' as a **Reference** and add '**Hall Hire**'.
Send a **receipt** to the Booking Officer, as evidence of payment. This also confirms your booking.

b) By **Cash** when the hall is opened for the hirer.

- * **Smoking is not permitted** within the hall, on the ramp or on the verandah.
- * **Cleaning and packing up is the responsibility of the hirer.** The **Checklist** on the wall of the hall is for the hirers convenience.
If you prefer to hire a cleaner, inform the Booking Officer at the time of hire and the following fee will be charged to the hirer: A minimum 2 hours cleaning @ \$55per hour, total \$110.
- * The hirer accepts responsibility for the cost of all damage and breakages. (The bond may be forfeited in full).
- * For large functions where alcohol is consumed a '**Safe Party Registration Form**' (https://www.police.nsw.gov.au/online_services/party_safety/party_registration) needs to be completed online which is then sent to **local Police**, in advance of the event being held. A copy is also required to be given to the Booking Officer.
- * For evening events and weddings a '**MCC Hall Hire Booking Application Form**'* needs to be obtained online, completed and sent to the Booking Officer before the hire. Music ceases by **11.00pm** and the hall is to be vacated and cleaned no later than **12 midnight**. Hirers can negotiate cleaning the next morning (see table of costs). In respect of hall neighbours, noise should not be excessive.
- * **A Bond of \$250** is payable for evening events and weddings and needs to be paid to the above BSB. This will be returned upon inspection of the hall at the end of the hire period depending on cleanliness and breakages.
- * **Additional Charges:** Should the facilities be deemed in an unsatisfactory condition on inspection (and not covered by the bond in the case of evening or wedding hire), an additional charge will be billed to the hirer. Where **keys are lost**, a charge of **\$25.00** is incurred.
- * Bookings for **coming-of-age celebrations** (16ths to 21sts inclusive) are not permitted.
- * The hall is important to our community, being a meeting place as well as an evacuation site in time of emergencies. **Taking care of our hall is appreciated.** Users of the hall are responsible for the good conduct of attendees and noise abatement.

Please report any **problems/damage** to the Booking Officer at the end of your hire period.

- * Bookings are at the sole discretion of the GPCA and may be subject to additional terms and conditions. (MCC Halls Terms and Conditions 6.5 and 7.2)
- * **Legal Liability** - Users of the hall do so with the understanding that the Green Point Community Association accepts no liability in any way for Personal Injury or Property Damage which may occur when using the hall.
- * *This link is yet to be added

Fees & Charges Amended March 2026, to begin April 2026.
Green Point Community Association