



Coorparoo School of Arts and Memorial Hall
Association Inc.

Hall Hire Instructions

Thank you for hiring the Coorparoo School of Arts & Memorial Hall. Our hall is over 125 years old and our association is working to preserve and restore the Hall so it may serve many future generations.

Every time someone hires this hall, it helps with the preservation and restoration of this community asset.

The following information is provided to ensure you fully enjoy your use of the hall.

Please note that these instructions complement the hire agreement, with the terms and conditions of hire available via our website.

KEYS AND ACCESS

- A member of the management committee will meet you just prior to your booking to provide access to the Hall.
- Please return the key to the box at the end of your booking (unless instructed otherwise).

HALL SET UP AND PACK UP

- The Hall should be in a clean state when you arrive. If this is not the case please contact us immediately.
- You can set the Hall up as is appropriate to your event with tables and chairs available if necessary.
- All hirers have access to the kitchen which contains an oven and residential fridge for storage.
- At the conclusion of your event, the Hall should be returned to the same as before; e.g. tables and chairs returned to annex storeroom, floors cleaned, all food removed.
- Due to the heritage of the Hall it is not permissible for anything to be affixed to the walls unless with the use of fully removal 'blu-tac'. If you do affix something to the walls you will be liable for any repairs or damage.

SECURITY DEPOSIT

- You must make a security deposit prior to use of the Hall
- Your deposit will be returned after the event and following an inspection
- You should allow 5 working days for your refund to be processed
- Please email coorparoschoolofarts@gmail.com with any inquiries regarding refunds

BOTTLES, CANS AND RUBBISH



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- Please leave any bottles and cans in the bins provided
- All bottles and cans will be recycled by the Association
- All other rubbish should either be properly bagged and placed in the bins provided or removed from the Hall. Do not put loose rubbish into the large bins.

EMERGENCY CONTACT

- In the event you need to contact the Association regards your hire please call **3102 3107**
- In the event on an emergency at the Hall during your hire call '000" prior to contacting the Association

FIRE INSTRUCTIONS

- Fire extinguishers are located near the kitchen and entrances of the Hall
- Please advise patrons of the emergency assembly point which is in the carpark at the rear of the Hall

PROHIBITED ITEMS

The following items are prohibited from use in the Hall at all times:

- Helium filled balloons
- Smoking
- Any naked flames (including sparklers for cakes and food tray warmers), except birthday candles

CANCELLATIONS

- Bookings can be cancelled up to 14 days in advance with no penalty
- Bookings cancelled within 14 days of a booking will incur a booking penalty of 50% of the booking fee
- Security deposit will be reimbursed in full for any cancellation

Please note: If you require food tray warmers for events, we can provide details of a company that supplies fire proof devices.

Do not hesitate to be in contact if you require any further information.