

BOOKINGS GENERAL INFORMATION

Bookings & Hire Fee Conditions

- ✚ Regular bookings will take precedence over once-off events.
- ✚ Bookings will only be accepted for 35 year olds or older (children's birthdays under 12 years excepted).
- ✚ Bookings are confirmed once the signed "Terms & Conditions of Hall Rental" is returned and a 30% deposit is paid.
- ✚ The deposit is refundable for a cancellation providing notice of the cancellation is provided at least one month before the event.
- ✚ Total amount for Hall Hire and Bond Fee is to be paid in full one month prior to the event.

Prices and Availability

Once the online booking enquiry form is submitted, the Hall Manager will send you a quote with the pricing and availability. If your requested date is not available, other options will be suggested.

Bond Fee

A Bond is charged to ensure that the hall is left clean and tidy or to replace broken equipment.

Cleaning Fee

A cleaning fee of \$120 will be charged for all large events and parties. The hall hirer will however still be required to do a general clean-up before vacating the hall.

Payment Methods:

Payment can be made online using the following account details:

ANZ Bank – BSB: 016-580 / Account No: 4770 46583. Please ensure deposit online is clearly identifiable by quoting Invoice No.

or

by cheque to EBCHA Inc. P O Box 1101 Dunsborough WA 6281

Keys

- ✚ A hall key will be provided
- ✚ Key needs to be returned to Hall Manager on completion of rental
- ✚ Lost key must be reported to Hall Manager
- ✚ Lost key will incur a \$100 charge taken from the Bond.

Hall Capacity

The hall (including the external verandah area) has a maximum capacity for 80 people.

Activity Noise

Live/loud music must stop by 9.30 p.m. and the hall vacated by 10.00pm. Please respect our neighbours.

Kitchen – Permitted Uses

It should be noted that the hall kitchen is not registered as a commercial kitchen and has limitations for catering purposes. Please refer to Clause 10 of the “Terms and Conditions of Hall Rentals” for details.

Hall Equipment

Available for rental with the hall is the following equipment

- ✚ A PA system with wireless microphone (Hirer’s external music systems can be connected to the PA system)
- ✚ Fold-up tables and chairs
- ✚ A 4 burner mobile BBQ
- ✚ Free WiFi internet
- ✚ A 60 inch LED TV with DVD player (and remote data input capability)
- ✚ Signal Booster for Telstra Mobile Phone Network

Hall Cleaning

The Hall is cleaned and toilet supplies are filled weekly however on completion of the rental the Hirer needs to:

- ✚ Sweep and mop all floors
- ✚ Wipe clean table tops and if necessary soiled chairs
- ✚ Check toilets and remove rubbish and clean.

Kitchen Cleaning

It is recommended that the Hirer supply their own tea towels, rubbish bags and cleaning products. On completion of the rental the Hirer needs to:

- ✚ Wipe clean all kitchen bench tops and the hot plate.
- ✚ Fridges should be wiped clean.
- ✚ The microwave and oven should be wiped clean.
- ✚ Wash all dishes and glasses and return to their rightful place.
- ✚ Sweep and mop kitchen floor.
- ✚ Hot Water - Power switch for hot water to the kitchen sink is located in the cupboard under the sink. Please turn “off” when you are finished.

Rubbish and Recyclables

The hall is checked by a volunteer after events, however the Hirer needs to:

- ✚ Empty kitchen rubbish bins and toilet rubbish bins into the green lid wheelie rubbish bins and yellow lid recycle wheelie bin, as appropriate. (The green lid wheelie bins are located in the car park and the yellow lid recycle wheelie bin in the locked “Ambulant” toilet outside the back entry door at the end of the hall, opposite the kitchen end)
- ✚ Cardboard boxes need to be collapsed before putting into the recycle bin.
- ✚ Recyclables especially wine/beer/soft drink bottles should go into the recycle wheelie bin – if there is an excess and they do not fit into the recycle bin, the hirer must remove them from the premises. The recycle bin is only emptied fortnightly.

Note – The hall is managed and kept tidy by unpaid volunteers. Please consider this when cleaning up after your event

Hall Emergency Information

These numbers are local EBCHA committee members who assist with the hall management. They are all volunteers hence please respect their privacy by contacting them after hours ONLY if there is a real problem at the hall which prevents you using the hall.

Call 1st - Peter Van Rossum – Mobile 0423 479 557

Call 2nd - Julia Clarke – Mobile 0439 933 054

Dunsborough Police Station contact number - 9781 3030

Western Power Electricity Faults, contact number - 13 13 51

Ambulance or Fire Emergencies – Dial 000

Hirer Feedback on Completion of Hall Hire

We believe that honesty is the best policy so please let the Hall Manager know of any damage or breakages that happen during your rental period.

If you have any feedback regarding the hall or its facilities please feel free to forward these to the Hall Manager at email address bookings@ebcha.org.au