



# Lions Club of Gosford City – East Gosford Inc.

Serving the community since 1957

ABN: 94 532 586 236

Lions Community Hall  
8 Russell Drysdale St

PO Box 4231 East Gosford 2250  
email: [eghallhire@gmail.com](mailto:eghallhire@gmail.com)

## Hall Booking Details

Hirer: Name of Contact Person

Organisation if applicable

Address:

Telephone: (Home)  (Mobile)

Email:

Booking Details  
Time of Hire: From  To  Date/Day/s of Hire:

Use of Hall (specify the specific event/activity):

Hire Charged \$  Cleaning/Damage Bond \$

### Acknowledgement:

I acknowledge having received, read and understand the Conditions of Hire for the Gosford City-East Gosford Lions Club Hall and agree to strictly abide by these conditions.

I the hirer will ensure that the persons in the club/group/organisation understand these conditions.

Name:

Signature:  Date:

## Conditions of Hire for Hall Users

The Gosford City – East Gosford Lions Club Inc. owns and maintains this hall which is available for hire to approved individuals or groups. The building is divided with a back section that is used on a regular basis by community groups which, in some cases, have areas for their exclusive use and share the main hall. No Bouncing Castles are allowed inside the hall at any time and any other Play Equipment to be approved on a case-by-case basis. The hall piano is not to be moved under any circumstances and used only by responsible adults or under adult supervision.

**\* Need to hire a HALL? Try our Community Hall. Ph: 0478 762 357 \***  
Club Website: <http://e-clubhouse.org/sites/gosfordn3>

**Disregarding the last 2 stipulations will result in the forfeiture of full Security Deposit.**

### Enquiries and Bookings

Please contact Lion Garf Stoneberg on mobile telephone number 0478 762 357

### Safety Compliance

The hirer will be made aware of the need to comply with health and safety polices pertaining to the Lions Club Hall. This policy is displayed at the entrance of the Hall.

### Prices and Invoicing

All prices are reviewed annually and are subject to variation. Bookings are based on the financial year period. Hirer's will be required to pay the applicable charges and a bond for the use of this Facility.

**Important advice:** The keys will not be handed over until a valid photo ID is sighted and all details noted.

### Payment:

Can be cheque or cash or

EFT can be made to Lions Club of Gosford City-East Gosford

Bendigo bank

Hall account: BSB 633 000 No. 112794409

Please state your name:

Your account details for return of bond

BSB:	No:
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### Insurance

Whilst hiring premises the hirer owes a general duty of care to persons who come onto the hired premises.

The hirer agrees to indemnify and keep indemnified the Lions Club of Gosford City – East Gosford Inc., its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the hire.

The hirer shall take out and keep current a public risk insurance policy in the name of the hirer insuring the hirer against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the hirer in relation to the activity

### Sub-Letting

Sub-letting of the facility or any part thereof is prohibited.

### Cancellations/Change of Sessions

Cancellation of bookings must be made in writing not less than: 2 months prior full refund less \$10 administration charge, 1 month prior 50% refund of hire fees less \$10 administration charge, full refund of deposit/cleaning fee, less than 1 month no refund of hire fee full refund of deposit/cleaning fee. Requests for changes to the supplied dates and times must be made in writing to the Booking Officer who will advise if the change can be accommodated.

### Cleaning and Security

It is the responsibility of the hirer to ensure that the hall is left clean and secure after the function and that all appliances (except the refrigerator) are turned off. This includes stacking chairs and tables, removing rubbish (including food scraps and bottles) and placing in bins provided no rubbish left at bin base, sweeping and mopping the floor, removing decorations and ensuring that the doors and windows are securely locked before vacating the premises. These duties are required to be carried out in the main hall, kitchen and toilets. If the facility is not left clean and secure, additional charges may be levied against the hirer. **If floors have to be mopped and toilets etc cleaned a minimum fee of \$50.00 will apply.**

### Advertising

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Club Website: <http://e-clubhouse.org/sites/gosfordn3>

No advertising is permitted on or in any part of the building without prior arrangement.

### **Animals**

No domestic pets are to be taken into the Hall at any time.

### **Lighting of Fires**

No fires or fireworks are permitted within the Hall or Hall grounds at any time.

### **Parking**

Parking is permitted in designated parking areas only.

### **Liquor Permit**

In accordance with the provisions of the Liquor Act 2007 a Limited License must be obtained for the supply of liquor at a function where either:

- The cost of the liquor is to be recouped by imposing an admission charge/cover charge on those attending the function, or
- Liquor is to be sold on the premises.

### **Decorations/Setting Up**

Pictures and decorations & the like are not to be attached to the walls, doors and air-conditioning by sticking or pinning. Decorations must be removed before vacating the premises. The hirer will be responsible for any damage caused to the facility as a result of affixing decorations. **A picture rail and hooks are provided to hang pictures, signs, posters etc.**

### **What You Need To Provide**

- Tea towels and cloths
- Crockery, cutlery and glasses
- All consumable materials including dish detergent etc.
- Napery/linen
- Torch for evacuation procedures

***Note: A broom and cleaning equipment will be available. No equipment is to be removed from the facility. Crockery is not for hire. Seating and tables to be set out and cleared, subject to the direction of the Facility Manager.***

### **Barbecues**

No food is to be cooked on a barbecue or any kind of open cooking device either inside or outside of the building, including the landscaped areas without prior approval from our Lions Club.

The consumption of food or beverages and the provision and playing of music or entertainment shall be restricted to inside the building.

### **Smoking**

Smoking is not permitted in our Lions Club building. This is in accordance with our Lions Club's Occupational Health and Safety Policy. Fire extinguishers are only provided for use in emergency situations only.

### **Noise**

The volume of music must be controlled in the interests of the nearby residents and must cease no later than 12.00am in the case of an evening booking. The volume of music played shall be no greater than that which would conform to the provisions of the Noise Control Act.

### **Termination of Use of our Lions Club's Facilities**

Our Lions Club reserves the right to terminate the hirer's use of this facility if any of the Conditions of Hire are breached.

### **Vacating the Hall**

Evening functions are to finish by midnight and visitors are required to leave the site by 12:30am. Persons are not permitted to stay in the Hall overnight.

### **Key Return**

Keys must be returned to the point of collection on the first working day following your function.

## **Community Hall Cleaning Requirements**

Any person who hires the Lions Club Community Hall is responsible to ensure that the following cleaning guidelines are completed in full on exiting the facility to help reduce the spread of COVID 19. Failure to meet these requirements will result in any hiring arrangements being terminated and a cleaning fee being charged.

Cleaning is an essential part of disinfection because dirt and grime can inactivate many disinfectants. Cleaning reduces the amount of dirt and so allows the disinfectant to work. Removal of germs such as the virus that causes COVID-19 requires thorough cleaning followed by disinfection.

The length of time the virus that causes COVID-19 can survive on inanimate surfaces varies depending on factors such as the amount of contaminated body fluid (e.g. respiratory droplets) or soiling present, and environmental temperature and humidity.

Coronaviruses can survive on surfaces for many hours or more but are readily inactivated by cleaning and disinfection.

It is good practice to routinely clean surfaces as follows:

- Clean frequently touched surfaces with detergent solution (supplied); and
- Clean general surfaces and fittings when visibly soiled and immediately after any spillage.

### **Routine environmental cleaning requirements**

The following frequently touched surfaces must be mechanically cleaned prior to exiting the facility if used during the hall hire and rubber gloves **must** be worn for all cleaning undertaken.

Door handles, tabletops, light switches, toilet seat/flushing buttons, taps, TV/air conditioning remotes, kitchen surfaces including sinks and basins and cupboard handles.

Minimally touched surfaces like floors, ceilings, walls and blinds will be routinely cleaned by Lions Club cleaning contractors.

### **How to prevent the spread of COVID-19**

#### **Hand hygiene is the single most important way to prevent the spread of infection**

- Soap and water can be used for hand hygiene at any time and **must** be used when hands are visibly soiled;
- Alcohol-based hand rub (sanitiser) should also be used after visibly soiled hands have been washed with soap and water;
- Cleaning hands regularly also helps to reduce environmental contamination; and
- Wash your hands before and after eating, and after going to the toilet.

#### **Sneeze/cough etiquette and respiratory hygiene is the best defence against respiratory viruses**

- cover your cough or sneeze with a tissue and dispose of tissue immediately;
- or cough/sneeze into the bend of your elbow; and
- wash your hands or use alcohol-based hand sanitiser.

Practice physical distancing (stay more than 1.5 metres from people, if possible) and, if any person is unwell, avoid contact with others and do not enter the Lions Hall.

**Please note; we have hand soap and paper towels in all toilets and sanitiser in the main Hall, kitchen and toilets.  
Cleaning wipes and disinfectant are provided.  
Disposable gloves are provided.**