



HALL HIRING POLICY

Background

We currently occupy two properties:

- 1st Brookvale Scout Hall - 51 Winbourne Road, Brookvale, NSW and
- 1st Curl Curl Scout Hall – John Fisher Park, Abbott Road, Curl Curl, NSW.

This policy has been developed in light of the recent increased queries for hall bookings (recent vandalism from gatecrashers) to better protect our Group's property and reputation as well as documenting the minimum safeguards to be maintained by the Hirer.

Policy

The following relates to all potential hires of both halls.

- Bookings must be made using the website at least one month in advance.
- A P2 form for Hire of Scout Premises (One-Off Use) together with any bond, payment, supporting documentation must be returned at least 7 days before the booking.
- Should any insurance claim(s) arise that is the result of any activity whilst the Hall is being hired, the hirer's security bond will be used towards any excess payable. The hirer will be responsible for the remainder of the excess if the security bond is insufficient.
- All potential bookings are approved at the sole discretion of the Group Committee.
- At the sole discretion of the Committee, you may need to engage an appropriately licensed security firm for the duration of your hire. The hirer will bear all security-related costs. Proof of security firm including booking confirmation and license details must be provided.
- No hire shall be advertised on facebook, the internet, or through any other media that may attract unwanted attendees.
- All parties must be registered with MyNite (of the NSW Police), proof of registration to be provided.
- The hall must be left in the same state as which it is hired. Floors swept and mopped (if necessary). All rubbish must be removed at the conclusion of your hire.
- Smoking is not permitted within any enclosed room; this includes the verandah if the doors are open.
- The Hall must be under full adult supervision at all times.
- A cash bond of \$500 (for up to 50 guests) or \$1,000 (up to 100 guests) is payable.
- No parties at Curl Curl Hall due to the proximity of neighbours.