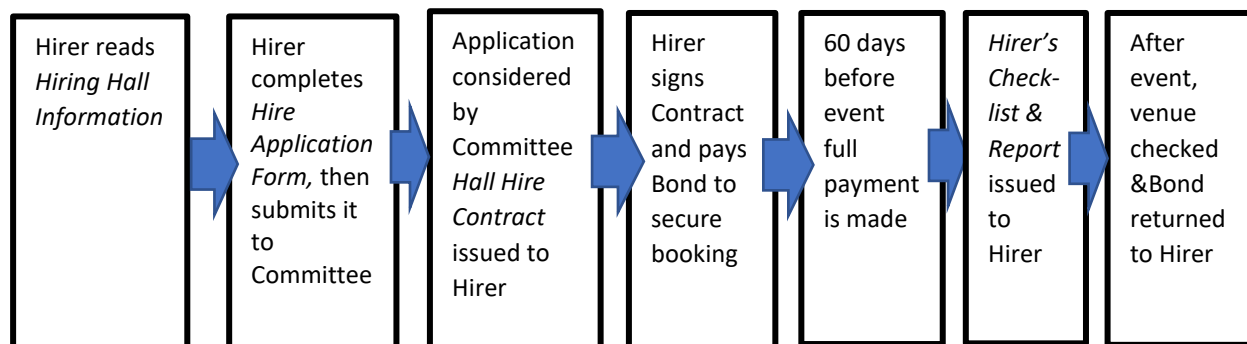


Hiring the Tintenbar School of Arts

BOOKING PROCESS



HALL HIRE INFORMATION

Description of the Hall and its Facilities

The lovely heritage *Tintenbar School of Arts* is situated on the corner of Tintenbar Rd and George St in the Village of Tintenbar, 10 kilometres north of Ballina, on the far north coast of NSW.

Although the Hall was built in 1905 it has been extensively renovated throughout and now has all the space, amenities and equipment for private functions, celebrations and community events.

The building itself is on two levels. It is possible to hire one or both levels for your function. The two levels comprise:

Upper level

Hall: with newly laid wooden floor, measuring 12.8 metres by 8.5 metres. It has a maximum seating capacity (chairs only) for approximately 200 or table seating for 100-110.

Stage: is elevated and measures 6.5 metres wide and 3.7 metres deep.

Kitchenette: at the rear of the Hall has 2 roller door windows to interior of Hall and/or exterior to garden. It is equipped with regular fridge, large double door drinks fridge, microwave, double sink and urn as well as 120 mugs and water bottles.

Covered verandah: a large northerly facing space measuring 10.6 metres long and 5.75 metres wide which is accessed through French doors from the Hall, is ideal for dinning out and gathering. It can comfortably seat 60-80 people at tables.

Store room: with cleaning equipment.

Toilet block: with one male toilet, a disabled toilet with shower and three female toilets.

Pergola: which is detached from the Hall and provides an intimate space (6 metres by 3.9 metres) for additional seating, entertainment and conversation. It can seat approximately 20 people.

Lower level

Commercial kitchen: is a large space measuring 7.5 metres square. It is suitable for preparation of food, conducting cooking classes or a pop-up café/restaurant. It has a commercial dishwasher, deep washing up sinks, 5 gas-burner stove with a large oven, a large fridge, a freezer and 2 stainless steel movable preparation benches. Kitchen has seating and tables for approximately 30 people.

Lower verandah: runs the length of the kitchen and provides an ideal elevated, 'village view' sitting out space for entertainment or dining.

Management of the Hall

The Tintenbar School of Arts is community based and operated by a voluntary committee of local people who love to see the Hall utilised and enjoyed by all. The Hall is well-used as a venue for private functions such as parties or weddings. The *Hall Calendar*, on the Website, indicates the Hall usage and availability.

The Hall is the community meeting place/centre for a number of community groups offering regular activities for people of the area ranging from Playgroup, Red Cross, aged person's bowling, martial arts, dancing classes and regular meetings, concerts and music nights.

The Hall has no paid staff, so Hall hirers are expected to take full responsibility for the care and cleanliness of the Hall as well as the conduct of their guests. The Hall secretary manages the Hall Bookings by email tintenbarhall@gmail.com. In the case of an emergency only contact the Secretary 0432588375 or Chairperson 0432647807.

Hall Hire Cost

The Hire Cost is dependent on amount of time, equipment required, regularity of activity and space required.

Upper Level Only	Per Hour	Per Day (6hrs)	Bond	Full Day (24hrs)	Bond
Regular Community Group	\$15	\$70	NA	Not available	NA
One Off Private Hire	\$20	\$100	\$250	\$400	\$500

Lower Level Only	Per Hour	Per Day (6hrs)	Per Full Day (24hrs)	Full Day Bond 2(4 hrs)
Regular Community Group	\$20	\$100	N/A	N/A
One Off Private Hire	\$25	\$150	\$200	\$150

Upper& Lower Level	Per Day (6hrs)	Day Bond (6 hrs)	Per Full Day (24hr)	Full Day Bond (24 hrs)
Regular Community Group	\$150	N/A	\$350	N/A
One Off Private Hire	\$250	\$100	\$600	\$500

Note that:

- set up and clean up time must be calculated into the hire time.
- stated above are the standard rates, if your function does not fit the above a customised hiring rate may be negotiated.
- for One-off Private Functions, a refundable Bond, as stated, applies as guarantee that the Hall and equipment will be left in the same state as at the time of hire.
- **All payments** should be directly deposited into:
 - Account Name: Tintenbar School of Arts Inc
 - BSB: 082 522
 - Account Number: 50960 3314
 - Reference Contact Person Name

For regular User Groups payments are calculated at the end of every third month and paid within 2 weeks of that.

For a one-off function, the Bond needs to be paid to confirm the booking and secure the date/s. Full payment, must be paid within 60 days of the event.

Equipment

There are ceiling lights and fans throughout the building as well as outside lighting. There is equipment that is included in the overall cost of hiring the Hall and there is also further equipment that can be hired at an additional cost.

The equipment list below is **included in the upper level hire cost**

- 26 collapsible moulded tables that seat 6 or 8 people
- 15 collapsible wooden tables that seat 8-10 people
- 6 small wooden tables that can seat 4 people
- 150 stackable chairs, mostly with arms

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- 5 long wooden seating benches
- 3 rubbish bins
- Hot water urn and 120 mugs
- Fridge, microwave and water jugs
- Miscellaneous plates, spoons dishes, in kitchenette.
- Cleaning equipment and toilet paper and hand towels.

The equipment list below is **included in the lower level hire cost**

- commercial dishwasher
- microwave
- 5 gas burner stove with a large oven
- large food storage fridges
- freezer
- stainless steel movable preparation benches
- seating and tables for approximately 30 people.

Additional equipment and costs

Item	Cost	Number available	Comment
BBQ	\$30	1	Must be cleaned
Microphone, Mixer and Speakers	\$150	1	Professional quality, 2microphones, input from instruments, USB or device cable.
Cutlery	\$ 20	3 packages	Comes in 50piece packages with knife, fork, dessert spoon and teaspoon. Replacement charge \$5
Plates	\$100	3 packages	Comes in packages of 50 with white 35cm dinner plate, 20cm entre plate, side plate, soup/dessert bowls. Replacement charge \$5
Cream Table Clothes	\$ 5	10	Cream linen.
Glasses: Champagne Wine Tumblers	Per dozen: \$6 \$6 \$6		Comes in boxes of 12 Replacement charge is \$5
Bain Marie	\$25	2	Food warmers, water bathed, 4 compartments in each. Replacement Charge \$500
Outdoor gas heaters	\$45	2	Includes a 9kg filled gas bottle. Must not be used inside Hall.
Portable cool room or equipment requiring additional power supply	\$25	NA	Hirer to organise.

Note: food preparation knives, dish washing equipment and tea towels are not provided. Please bring your own.

Terms of Hire

- For a one-off function, the bond needs to be paid to confirm the booking and secure the date/s. Full payment, must be paid within 60 days of the event.
- The bond will be refunded to the hirer, if the state of the Hall after the event, is deemed acceptable, within 7 days of the event.
- There is no garbage removal service and Hall hirers are responsible for all garbage removal.
- The *Hall Hirer's Checklist* must be followed for it states the requirements for cleaning and caring for the Hall.
- The hirer is responsible for leaving the Hall and its equipment, on exit, in the same state that it was on entry.
- Any cost associated with additional cleaning, equipment repairs/replacement, rubbish removal and breakages will be deducted from the bond.
- If the event (including preparation and cleaning time at the rate of \$65 per hour per person) extends beyond the stated time of the hire, additional hourly rates will be applied and deducted from the bond.
- If the event is for children/adolescents significant adult supervision must be demonstrated in the initial request and during the event to ensure the facility and its surrounds are respected.

Conditions of Hire

The Hall Committee encourages and supports everyone to use the Hall so as to bring the community together, have fun and celebrate the uniqueness of this facility. Accordingly, the Hall needs to remain in good condition for now and ongoingly.

To ensure this happens, hirers have these responsibilities:

1. **Loss or damage** to the Hall, equipment or its amenities, incurred during a function, must be declared by the hirer to the committee and paid for by the hirer.
2. **Breakdown of equipment** or utilities should be reported to the committee by the hirer and if it is deemed to be normal wear and tear it will be repaired/replaced by the committee or otherwise by the hirer.
3. **Neighbourhood noise** needs to be minimised to maintain good relations. The hirer must ensure there is no trespass, littering of the neighbour's property or the village and all noise must stop by 12.30am.
4. **Conduct of guests** is the responsibility of the hirer, proper decorum and order must be maintained. Damage and inappropriate behaviour will be reported to police.
5. **Removal of all rubbish** is the responsibility of the hirer.
6. **No rubbish** or waste should be thrown into the garden.

7. **No thumbnails, nails, hooks or fixtures** are to be screwed or hammered into this historic building.
8. **Overall cleanliness of the Hall**, floors and surrounds are the responsibility of the hirer as well as returning all furniture and equipment to its rightful position. Hirer must complete the *Hirer's Exit Checklist* and return it to the committee or with the keys to the store, on completion of the function.
9. **All lights, fans and equipment** must be turned off on exit.
10. **Maintaining the security of the Hall**, all windows and doors must be locked on exit and the keys returned to the *Tintenbar General Store*, if after hours, place the keys in the mailbox at the front door of the store.
11. **No Smoking facility**, smoking is permitted in the car park area only and not within the fenced area of the Hall.
12. **No parking in the store's car park during business hours.**

Cancellation of Hire

If the event is cancelled prior to one month of the proposed date a cancellation fee of \$50 will be deducted from the refund, if 7 days or less the full Bond will be retained.

Safety considerations

Hirers have a *Duty of Care* to their guests and are responsible for their well-being, safety and any injury incurred during the function. Precautions need to be made and due warning of potential dangers need to be given to guests.

The Committee is responsible for the Hall and the immediate physical surrounds, except the steps from George St and beyond.

Hall users who park cars in the Hall car park, in George St or beyond do so at their own risk.

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Tintenbar School of Arts

Hall Hire Application

Date of Application.....

Name of Applicant/Organisation

Contact Person:

Address: Postcode:

Mobile Ph.Phone No:

email:

Please supply details of a second contact

Contact Person:

Address: Postcode:

Mobile Ph.Phone No:

email:

Nature/Name of Function:

Proposed Date & Time of Function:

Duration of Hall Hire: Proposed Number of guests:

What facilities would you like to hire?

Facility	Please indicate (yes or no)
Upper Level (Includes Hall, verandah, pergola, kitchenette)	
Lower Level (Includes commercial kitchen and lower deck)	

What equipment do you require?

Equipment	Quantity	Cost
Micro phone, mixer, speakers		
BBQ		
Outdoor heaters		
Crockery		
Cutlery		
Glasses		
Table Clothes		

I have read and agree to the Terms and Conditions as stated in the *Hall Hire Information*

Signed:.....Name:

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Save this form, complete then send email to tintenbarhall@gmail.com for a response within 7 days.

Tintenbar School of Arts

Tintenbar Hall Hire Contract

Dear (Contact person)

Your application to hire the *Tintenbar School of Arts* has been considered and approved for booking the Hall for (EVENT on DATES/Times).

Undertakings:

1. **Confirmation of the booking** is dependent on the full payment of \$xxxxxx (comprising a refundable bond of \$ XXX, plus a hire cost of \$XXX for facilities and equipment} being made within 7 days of this notice.

A Direct Deposit should be made to:

Account Name: Tintenbar School of Arts Inc.

BSB:082 522

Account Number:50960 3314

Reference: Your Contact Name

2. Your agreement to the Terms and Conditions including the Cancellation of Event stipulated in the Hall Hire Information.
3. Provide us with your Direct Deposit details to enable a refund of the bond once the Hall inspection is made after the event.

Account Name:

BSB:

Account Number:

Hall keys are available from and returned to the Tintenbar Store during business hours 6.30am-7.00pm daily.

If you require any further information or assistance please feel free to contact me XXXXxx

We wish the Hall provides you with the ideal venue for your event which will be enjoyable and memorable for all.

March 2020

Please Sign and return to: Sheila Aveling, Secretary, Tintenbar School of Art Inc.

Tintenbarhall@gmail.com

Signature of Hirer: Print Name of Hirer:.....

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