

## Hamley Bridge Community Association Inc

**ABN:** 33 047 225 419  
**Location:** Hamley Bridge Institute  
11 Gilbert Street, Hamley Bridge SA 5401  
**Postal Address:** PO Box 88, Hamley Bridge SA 5401  
**Email:** HamleyBridgeCommunity@gmail.com  
**Booking Officer:** Emily Hanrahan 0434 689 237  
**Secretary:** Melissa Collinge 0400 282 574  
**Treasurer:** Tina Copp 0424 087 771

**HAMLEY  
BRIDGE**

Community  
Association

## Hamley Bridge Institute Hire Fees and Conditions (Effective Aug 2025)

Rooms for Hire	Fee
Kitchen	\$80
Supper Room	\$85
Hall with Stage	\$130
Entire Hall (excluding meeting room)	\$250

For all functions, a refundable bond of \$250.00 is required. The HBCA retains the right to waive, decrease or increase this fee if deemed appropriate.

### Community Groups / Non-for-Profit Organisations

- Regular Weekly Usage: \$20 per hour for groups using the hall or supper room for 1–3 hours on a particular night each week. A \$250 bond is payable no later than 14 days prior to the first booking (via cash, EFTPOS or direct transfer) and will be held until regular use ceases. In the event of breakages or failure to leave the facilities as found, costs will be deducted from the bond, and use of the facilities will be suspended until the bond is restored to \$250.
- Events: \$100 per day/night for groups hiring multiple rooms or using any room for more than 3 hours (including set-up and pack-up) or expecting high attendance. Hire includes the hall with stage and bar, supper room, and kitchen. A refundable \$250 bond is required, payable by EFTPOS, cash or direct transfer to the Bookings Officer no later than 14 days before the event. This bond will be refunded in full within 7 days of hire if the facility is left as required and there are no breakages.
- Meeting Fee: \$20 for groups using the hall or supper room for 1–2 hours for committee meetings.

### Crockery and Cutlery

Crockery and cutlery are available with the hire of the kitchen and include:

- Dinner plates, side plates, cups & saucers, trays, sharp knives
- Knives, forks, soup spoons, dessert spoons, teaspoons
- Sugar bowls, milk jugs, water jugs, chopping boards
- Salt and pepper shakers, wine glasses, tumblers

All items must be cleaned and returned to the correct cupboards and drawers in the kitchen. Please note that use of any kitchen facilities requires hire of the kitchen itself.

### Hall Capacity – Based on current fire safety requirements

- Main Hall: Approximately 100 persons (80 if seated at tables)
- Supper Room: 90 persons

## Committee Rights and Hirer Responsibilities

The Hamley Bridge Association Committee retains the authority to amend hire charges, terms, and conditions at any time, without prior notification to hirers.

Hirers must adhere to all specified requirements. Failure to comply may lead to cancellation of the hire agreement, the imposition of additional charges, forfeiture of the bond, or inclusion on the no-hire list.

By signing the hire form, the hirer confirms their agreement to follow all terms and conditions outlined in this document and accepts responsibility for any outcomes resulting from their activities within the premises.

## Applications for Hire

All applications for hire must be made to the Booking Officer, including use of the meeting room by community groups and committees.

## Community Groups

Community group bookings are offered at a reduced hire fee to support local community organisations while covering some running costs. The Committee may waive or reduce fees if appropriate. Bookings must be made with the Booking Officer and confirmed before use. The supper room and main hall may not be used unless booked and confirmed.

## Booking Confirmation

Bookings must be confirmed within 14 days by signing the hire agreement and paying a \$50 deposit; otherwise, the booking will not be secured. The bond must be paid no later than 7 days before the hire date. Community groups using the front room for meetings are not required to pay a bond.

## Payment and Refunds

Payment can be made by cash, EFTPOS or direct bank transfer to:

- Bank: Beyond Bank
- Account Name: Hamley Bridge Community Association
- BSB: 325 185
- Account Number: 03279470
- Reference: Name and Institute Hire

To receive a refund of your bond or hire fees due to cancellation, obtain a refund request form from the Booking Officer. For Cash payments, please provide the booking officer with a driver's license or valid government photo ID at the time of payment to be recorded with your receipt.

## Cancellation of Booking

If a hirer cancels after signing the agreement, they may still be liable for all charges unless 14 days' notice is given for the facility to be relet. In emergencies (e.g., fire, storm, power outage), refer to the emergency plan in the kitchen above the microwave. Generator instructions are in the storage room or on the back of the main doors. If the Institute is needed for emergency shelter, the HBCA may cancel an event with less than 24 hours' notice to accommodate community members, with a full refund provided in such cases.

The HBCA retains the right to cancel a booking or refuse hire to any person's if past, present or future activities booked at the premise are deemed inappropriate, considered to be too disruptive to the community, or the risk of damage to the premises is too high.

## Prohibited Items and Activities

- No lighting fires on council land or facility without a permit and prior notification
- No discharging fireworks without a permit and prior notification
- Smoking is not permitted in any area of the institute
- The use of table scatters or confetti is not permitted in any area of the institute.
- No unauthorised use of the facilities equipment (tables and chairs not to be taken out of institute or into the carpark without prior notification)
- No items to be used in hall that could damage the floor or require extra cleaning without prior notification (i.e. wine barrels, bubble machines or smoke machines)

## Access to Premises

Keys may be collected on the day of hire or the preceding day by arrangement with the Booking Officer. Keys are to be collected from the Booking Officer, a nominated committee member, or the Post Office upon presentation of a booking confirmation and a signed booking form. Keys must be signed for and returned the following day to the same person or location.

**The Hall must be vacated and securely locked by 1am.**

## Dishwasher/Sanitiser

The dishwasher requires around 45 minutes to warm up before use. Please follow the instructions attached to the dishwasher before operating.

## BBQs

Two BBQs are available, stored under the benches in the bar room. Use of the BBQs is included with kitchen hire. Hirers must inform the Booking Officer at least 7 days prior to their hire date if they require the BBQs, allowing time to ensure gas bottles are filled.

## Set Up Responsibility

The hirer is responsible for setting out and packing up tables and chairs. Please refer to the information regarding proper stacking procedures.

## Cleaning/Damages

The hirer is responsible for cleaning all rooms and equipment used and removing all waste. The premises must be left clean upon key return. If repairs or any extraordinary cleaning is required, a minimum fee of \$50 per hour applies, which will be deducted from the bond. The hirer will be liable for any additional costs not covered by the bond. Regular hires without a bond will be invoiced for cleaning or repair costs if facilities are not left as required. A cleaning checklist will be provided and must be completed after every use.

## Catering and Liquor Licence

Hirers must arrange their own caterers and relevant licences. If any money changes hands at an event where liquor is present (e.g., entrance fee), a liquor licence is required. Non-compliance will result in cancellation of the booking and loss of bond. Charity events may seek a licence exemption only if registered with the ACNC. A copy of the liquor licence must be emailed to the Booking Officer at least 14 days prior to the event.

## Decorations

No items are to be attached to painted surfaces, walls, lights, or fans. Small table scatters and confetti are not allowed in the Institute.

## Insurance

Users should arrange their own insurance for their activities. The premises must be vacated by 1am to comply with insurance and fire safety regulations.

## Walk Through

If required, the Booking Officer or a committee member can conduct a walk-through prior to the event to show where relevant equipment, keys, and cleaning supplies are kept and provide any other necessary information related to the hire.

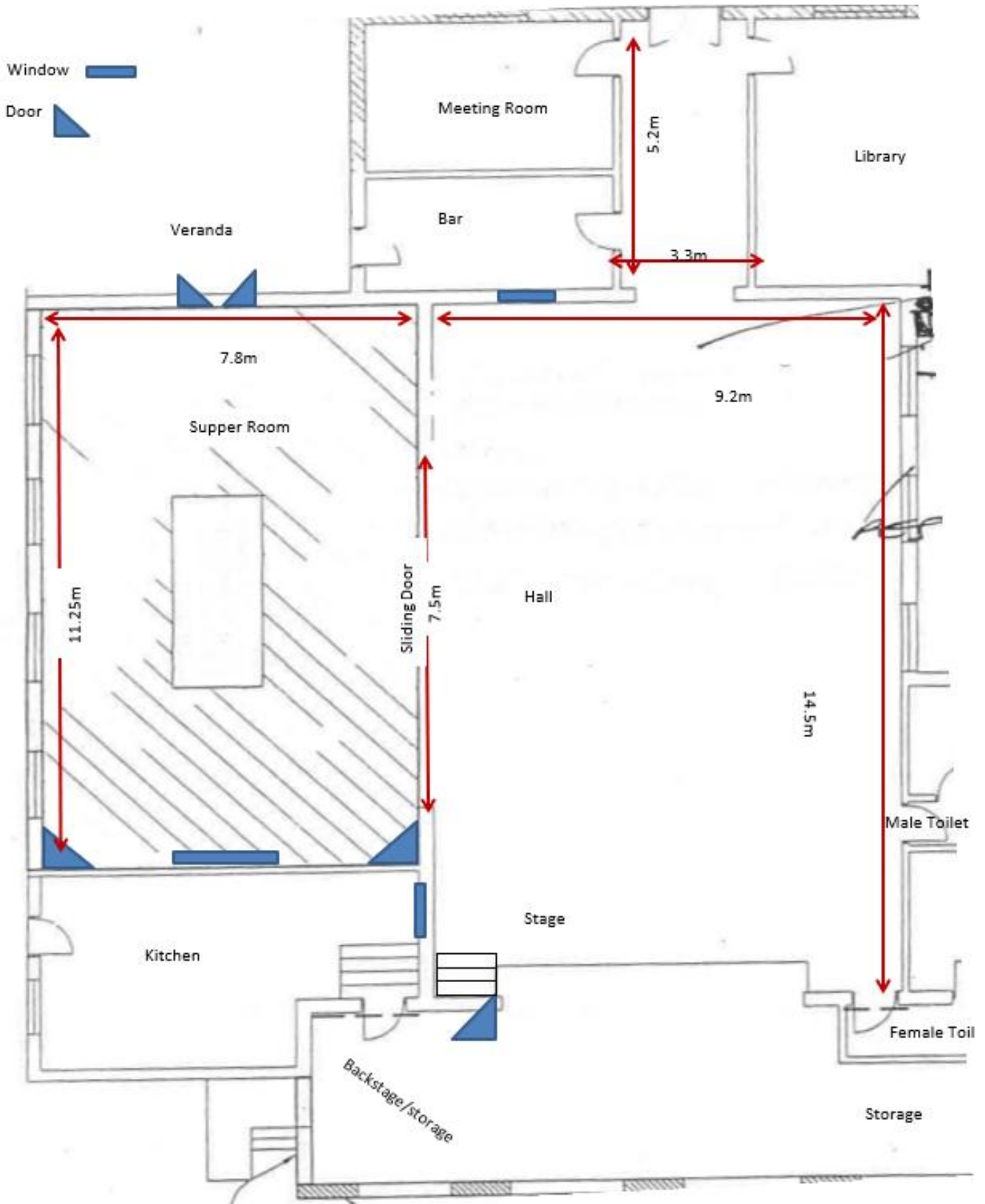
# HAMLEY BRIDGE INSTITUTE HIRER'S RESPONSIBILITIES

## END OF EVENT CHECK-OFF LIST

TASK	COMPLETED
<b>HALL &amp; SUPPER ROOM</b>	<input type="checkbox"/>
Remove everything from trestles / tables, all decorations, tape, etc.	<input type="checkbox"/>
Wipe down trestles / tables and stack on trolley against wall in Supper Room	<input type="checkbox"/>
Sweep hall floor with orange broom clear of any debris and remove any abnormal soiling	<input type="checkbox"/>
Vacuum supper room clear of any debris and remove any abnormal soiling	<input type="checkbox"/>
<b>DO NOT mop or use cleaning chemicals on the Hall floor – our cleaner will do so after the event</b>	<input checked="" type="checkbox"/>
Wipe down and stack chairs 6 high along the walls	<input type="checkbox"/>
Place rubbish from bins into the council bin at the kitchen door	<input type="checkbox"/>
Replace garbage bags in bins	<input type="checkbox"/>
All other rubbish is to be removed by the hirer	<input type="checkbox"/>
	<input type="checkbox"/>
<b>KITCHEN / BAR</b>	<input type="checkbox"/>
Crockery, Cutlery, Glassware, etc. to be thoroughly washed, rinsed, dried, and carefully stacked in their respective places	<input type="checkbox"/>
Wash and dry oven trays (if used)	<input type="checkbox"/>
Wipe fridges clean and turn off if empty (leave tea towel in doors keep them ajar if turned off)	<input type="checkbox"/>
Wipe clean any equipment used, BBQs, pie warmer and bain-marie etc	<input type="checkbox"/>
Wipe off any spillages from benchtops and sink	<input type="checkbox"/>
Mop floors with warm water and detergent/disinfectant	<input type="checkbox"/>
Place rubbish from bins into the council bin at the kitchen door	<input type="checkbox"/>
Replace garbage bags in bins	<input type="checkbox"/>
Ensure dishwasher is empty of dishes, water drained and turned off	<input type="checkbox"/>
	<input type="checkbox"/>
<b>TOILET FACILITIES</b>	<input type="checkbox"/>
Sweep floors clear of rubbish, dirt, or spillage	<input type="checkbox"/>
Basins clear of rubbish, dirt, or spillage	<input type="checkbox"/>
Close lids on ALL toilets	<input type="checkbox"/>
Empty all paper towel bins and replace bags	<input type="checkbox"/>
Top up paper towel, toilet paper or hand soap if required (all found in cupboard backstage)	<input type="checkbox"/>
Mop floors with warm water and detergent/disinfectant	<input type="checkbox"/>
	<input type="checkbox"/>
<b>LAST THINGS BEFORE YOU DRIVE AWAY ...</b>	<input type="checkbox"/>
Check that all lights, air-conditioners / heaters / fans are turned off	<input type="checkbox"/>
Check that all doors are locked	<input type="checkbox"/>
	<input type="checkbox"/>
<b>AFTER YOUR EVENT ...</b>	<input type="checkbox"/>
All equipment brought in by the Hirer must be removed by 10am the following day, unless previously negotiated with the Booking Officer.	<input type="checkbox"/>
Report any breakages to the Bookings Officer with the return of the key.	<input type="checkbox"/>
Return key to the location you collected it from by the agreed time	<input type="checkbox"/>

**Return this completed checklist to the booking officer – photo via text message or email if not able to in person**

# Hamley Bridge Institute Floor Plan



## CONTACT DETAILS

NAME OF HIRER: \_\_\_\_\_ ORGANISATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Post Code: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## TIME FRAME VENUE IS REQUIRED

Please include time for setup before event and time pack up/clean up after the event.

START DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ FINISH DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

RE-OCCURRING USAGE/EVENT (please list reoccurring dates you require to use our facilities)

## EVENT DETAILS

DAY & DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ FINISH TIME: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_ Anticipated number of people attending: \_\_\_\_\_

DESCRIPTION OF ACTIVITIES (e.g. food, drink (alcoholic/non-alcoholic), sports, dancing, etc): \_\_\_\_\_

Is this a Licensed event? **Yes**  **No**  Does your group have the required insurance? **Yes**  **No**   
(If yes, a copy of your Liquor Licence and/or insurance is to be provided to the Bookings Officer no later than 7 days prior to your event)

**HIRE TYPE**  General  Community

**AREA(S) REQUIRED**  Supper Room  Hall  Kitchen

**COMMUNITY USAGE**  1 hour  2 hours  3 hours  All Day

**TOTAL PAYABLE** (please see page 1 for prices) \$ \_\_\_\_\_

## DECLARATION

I \_\_\_\_\_ confirm this application and accept the terms and conditions of hire.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## PAYMENT OPTIONS

**CASH OR EFT PAYMENTS** can be made in person to the Booking Officer or Treasurer.

**DIRECT BANK TRANSFER** can be made to Beyond Bank (Please provide receipt to Booking Officer or Treasurer)

**Account Name:** Hamley Bridge Community Association **BSB:** 325 185 **ACCOUNT NO:** 032 794 70

## INSTITUTE CONTACT INFORMATION

Booking Officer	Emily Hanrahan	0434 689 237	hamleybridgecommunity@gmail.com
Treasurer	Tina Copp	0424 087 771	hamleybridgecommunity@gmail.com

## OFFICE USE ONLY

LIQUOR LICENCE COPY RECEIVED YES / NO / Not Applicable

DEPOSIT \$ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Payment Type CASH / EFT / Direct Trans Receipt No \_\_\_\_\_

BALANCE \$ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Payment Type CASH / EFT / Direct Trans Receipt No \_\_\_\_\_

BOND \$ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Payment Type CASH / EFT / Direct Trans Receipt No \_\_\_\_\_

BOND REFUND YES / NO Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Payment Type CASH / EFT / Direct Trans Receipt No \_\_\_\_\_

Committee Member \_\_\_\_\_ Signature \_\_\_\_\_