



# HIRE OF CHORAL HALL

## TERMS & CONDITIONS

### 1. SAFETY

- Smoking is not permitted anywhere on the premises, or in any Choral Society Buildings.
- Alcohol must not be brought onto or consumed in or around the premises unless prior approval has been sought from the Booking Convener.
- Proof of a liquor licence must be provided prior to an event where the supply of alcohol may occur.
- No drugs, firearms or dangerous substances may be brought onto the premises.
- The kitchen is not to be used for any catering or for hot food preparation. It is suitable for tea and coffee preparation and for light foods such as snacks and sandwiches only.

### 2. CHILDREN

- Children on the premises must be supervised at all times to ensure their safety and that of Choral Society premises and contents.
- Parents waiting to collect children are to remain in the foyer area or outside unless Hall 1 or 2 has been booked as a waiting area. This is to ensure that users in the other halls are not disturbed by noise or interruptions.

### 3. NOISE

- Choral Hall is located in a residential area and therefore Toowoomba Regional Council noise guidelines must be followed at all time.
- Any amplified noise should cease at 10pm.

### 4. DISABILITY ACCESS

- Disabled access is available through the back corridor of Hall 2 or the rear door of Hall 3. Hall 1 does not have disabled access.
- Choral Hall does not have wheelchair accessible toilets



## 5. SECURITY

### Before leaving the premises:

- Double check that all lights, heaters, air conditioners, fans and relevant power points are turned off.
- Windows must be closed and locked.
- Ensure that all external doors are securely locked.

## 6. CLEANING

- Food is not permitted in carpeted areas (Hall 1 and Hall 3) and only water bottles with lids are to be taken into any of the carpeted areas.
- Before leaving, mop up any spills and sweep or vacuum the floors and foyer area (brooms and vacuum cleaner is in the cleaners' cupboard at the end of the hallway outside the toilets).
- Wash, dry and put away any cutlery, crockery or kitchen utensils used. Unplug the urn (if used) and turn urn upside down for draining.
- Rubbish must be disposed of in the bins provided. Spare garbage liners are in the kitchen.
- Before leaving, empty the bins into the wheelie bins situated at the back of the Costume House.

## 7. EQUIPMENT AND STORAGE

- Choral Hall is used as a functioning music venue and contains valuable and costly instruments and equipment. We ask that you take extreme care around these items.
- Chairs used for performances must be stacked at the back of the room after any rehearsal or performance.
- The hirer will be liable for the cost of any damage or loss to the premises or its contents, which may arise as a result of the use of the premises by the hirer or his/her attendees.
- Damage or loss to facilities and/or equipment may result in the termination of a Booking Agreement and further use of Choral Hall may be restricted or refused.

## 8. CARE OF GRAND PIANO AND UPRIGHT PIANOS

- The grand piano and upright pianos if used, must be treated with care and covered after use.
- No food or drinks are to be placed on the pianos or used around the pianos.
- Piano tuning occurs annually; however, if deemed necessary may be done bi-annually.
- Tuning outside this schedule is at the hirer's own expense.



## 9. FEES & CHARGES

- Casual hirers will be charged the fees detailed below in section 10.
- Regular tenants will be charged the approved fee based on their 'Application for Tenancy' form.

## 10. FEES AS AT APRIL 2023

Venue Type	Hall Facilities	Minimum Hire	Half-Day Hire	Full-Day Hire	Additional Hours
Hall 1	Includes concert hall with grand piano and stage, use of the kitchen and access to the toilets through Hall 2.	\$80.00 (Up to 2 hrs)	\$150.00 (up to 4 hrs)	\$280.00 (up to 8 hrs)	\$25.00 p/hr (Over 8 hrs)
Hall 2	Includes timber floored hall and stage, use of the kitchen and access to the toilets.	\$60.00 (Up to 2 hrs)	\$100.00 (up to 4 hrs)	\$180.00 (up to 8 hrs)	\$25.00 p/hr (Over 8 hrs)
Hall 3	Includes carpeted rehearsal area with piano, use of kitchen and access to the toilets through Hall 2.	\$50.00 (Up to 2 hrs)	\$80.00 (up to 4 hrs)	\$140.00 (up to 8 hrs)	\$25.00 p/hr (Over 8 hrs)
Full Complex	Includes all Halls (Halls 1, 2 and 3) use of the kitchen and access to the toilets through Hall 2.	\$120.00 (Up to 2 hrs)	\$200.00 (up to 4 hrs)	\$380.00 (up to 8 hrs)	\$25.00 p/hr (Over 8 hrs)

IMPORTANT NOTE: The kitchen and servery area are not suitable for hot food preparation (refer section 1).

## 11. HALL BOND

- All casual hall hirers will be required to pay a refundable bond of \$100.00 in advance. This can be paid electronically to the Society Bank Account with details as follows:

Name: Toowoomba Choral Society Inc.

BSB: 638 060

Account #: 668 8136

Reference: BOND + your surname/org name

- This bond will not be refunded if facilities are not cleaned according to the Terms & Conditions listed above, and if key not returned.
- Long term tenants will be charged a \$60.00 cleaning fee per week in addition to their weekly rent if facilities are not cleaned according to the cleaning Terms & Conditions listed above under Section 6.



## 12. PARKING

- There is limited parking on Choral Hall premises but ample street parking along Raff and Bridge Streets.

## 13. PUBLIC LIABILITY INSURANCE

- The Hall Booking Convener is to sight a Certificate of Currency detailing the hirer's Public Liability Insurance Policy.

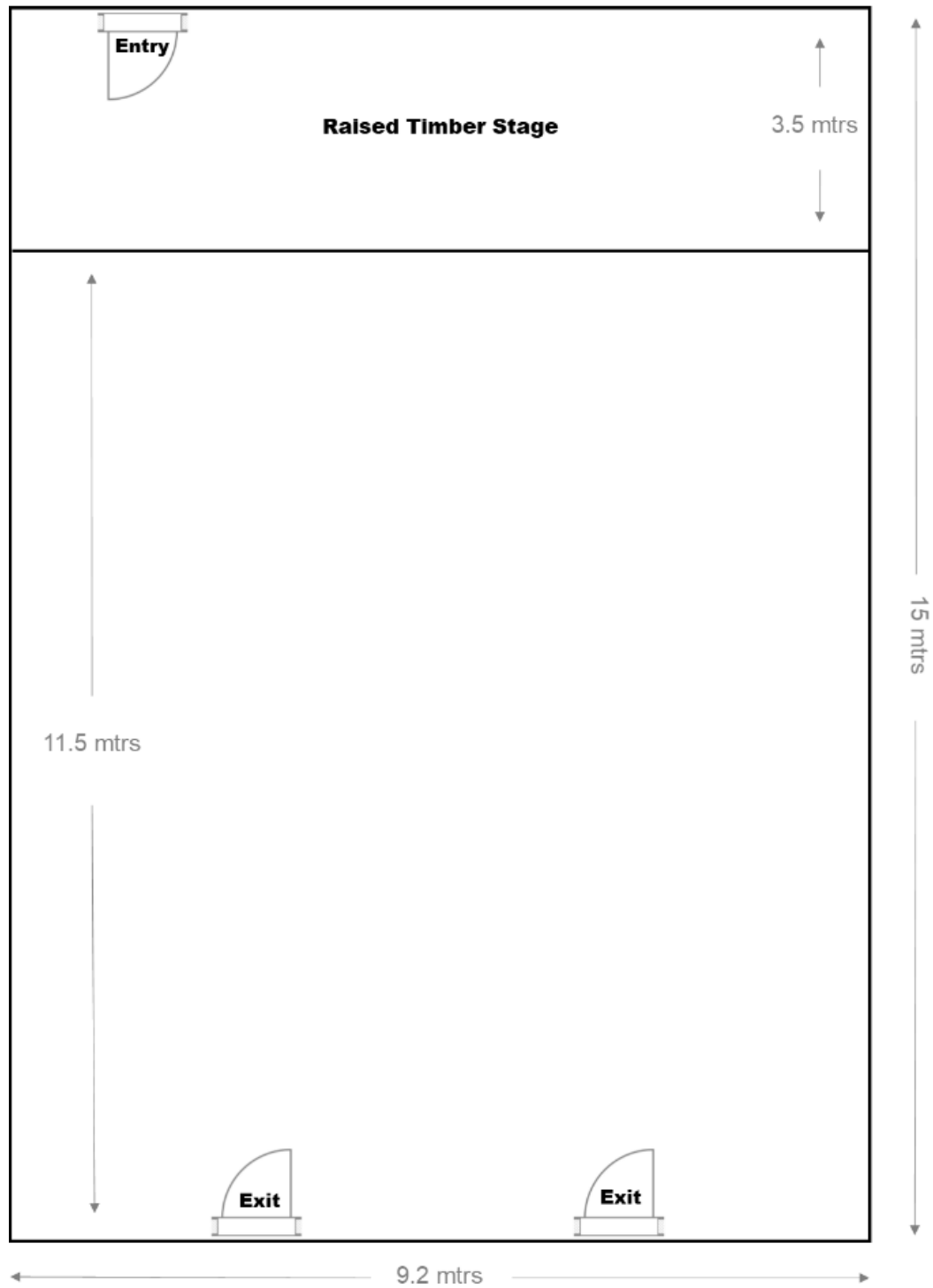
## 14. HALL SPECIFICATIONS

Venue Type	Dimensions	Available Features
Hall 1	15 mtrs x 9.2 mtrs (approx.)	Concert Hall with raised timber stage Kawai Grand Piano Carpeted Flooring Reverse Cycle Air-Conditioning and Ceiling Fans Chairs and Tables available upon request 3 x Entry/Exit doors
Hall 2	15 mtrs x 7.5 mtrs (approx.)	Hall with raised timber stage Yamaha Upright Piano Hardwood polished timber flooring Servery into the kitchen Reverse Cycle Air-Conditioning and Ceiling Fans Chairs and Tables available upon request 3 x Entry/Exit doors
Hall 3	9 mtrs x 7.4 mtrs (approx.)	Smaller Hall with Carpeted Flooring Kawai Upright Piano Reverse Cycle Air-conditioning and Ceiling Fans Chairs and Tables available upon request 2 x Entry/Exit doors



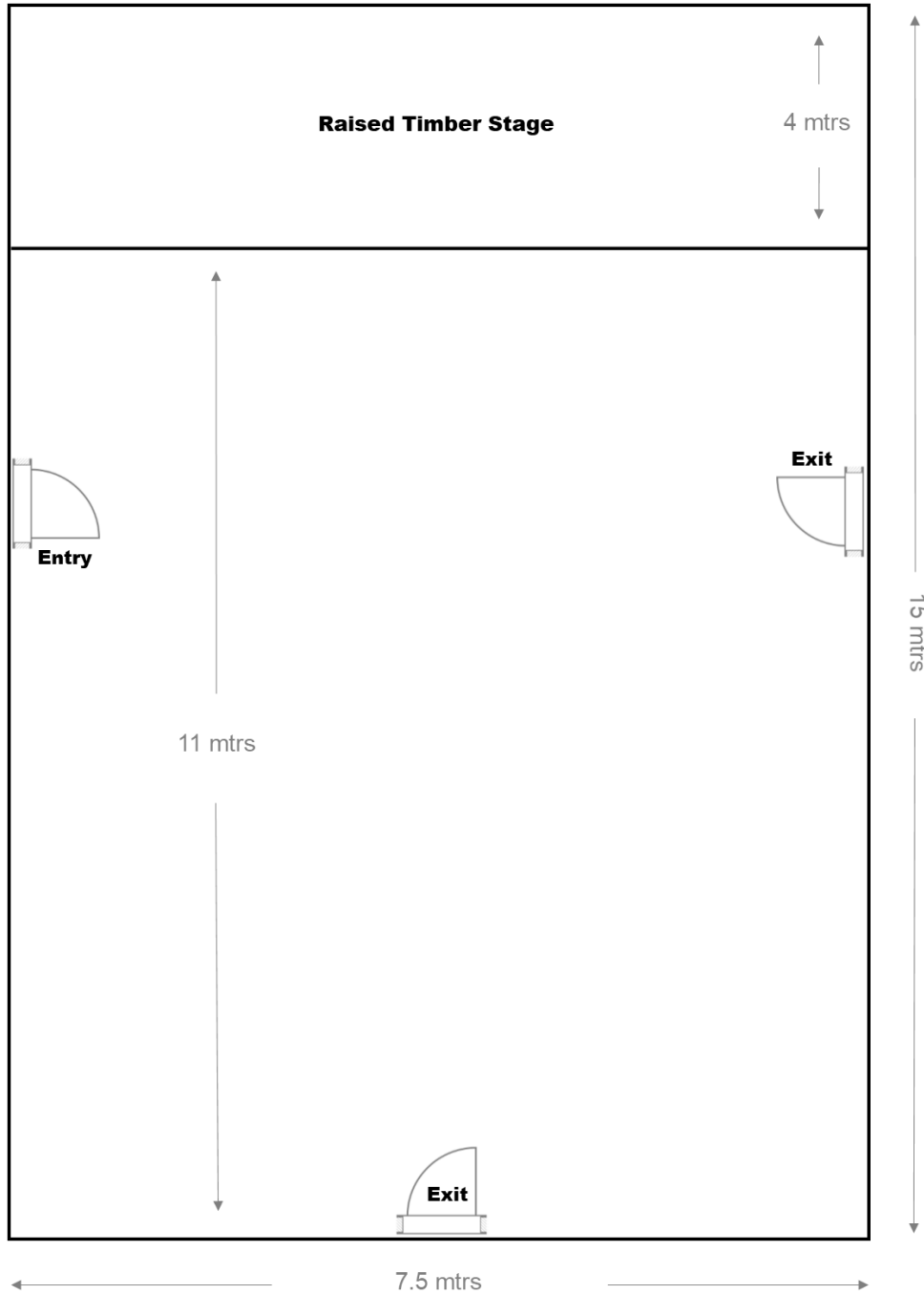
## 15. HALL LAYOUTS

### HALL 1 - LAYOUT





## HALL 2 - LAYOUT





## HALL 3 - LAYOUT

