



Eumundi and District Historical Association Inc.

PO Box 226, Eumundi QLD 45462

EUMUNDI SCHOOL OF ARTS HALL

ARRANGEMENTS FOR BOOKINGS

1. Principal contact: Ms Michelle Thurbon
Mobile: 0431 816 198
Email: michellethurbon@bigpond.com
2. Standard Hire Rates (including use of kitchen and bar) will be:
 - a. \$125 per half day (4 hours)
 - b. \$250 full day (8 hours)
 - c. \$350 Bond required for minimum hire
 - d. Bonds of a higher amount may be sought for longer hiring periods and depending on the activity for which the Hall is hired
 - e. Tablecloths and chair covers can be provided (by negotiation).
3. Where the Hall is occupied for longer periods for example, to allow for set up those periods will be measured in 4 hourly increments at \$125.
4. A key and specific code can be provided to weekly hires subject to a deposit of \$100
5. Concessional* Hire Rates will be:
 - a. Weekly hire discount 20%
 - b. Monthly hire discount 10%
6. Unless specifically booked the stage and backstage areas of the Hall are off-limits
7. Payments and Refunds
 - a. EFTPOS transactions by credit or debit card and direct deposits will be accepted
 - b. Where circumstances require cash can be accepted but only for payments

*Community Groups, Not for Profits and Registered Charities as well as groups which hire on a regular basis will be eligible for a concessional hire rate.

- c. All refunds will be made EFTPOS within 10 working days subject to the condition of the Hall at the conclusion of the hire
- d. Invoices can be issued on request

8. Process

- a. Acknowledgement of booking will be made by email when deposit is received at bank
- b. Booking will be confirmed when full payment for the booking, the bond has been received at bank and a Certificate of Currency for the Insurance of the event/activity has been provided
- c. Bookings should be confirmed no later than two weeks prior to the date of the booking

9. Hirer's Responsibilities

Hirers will be provided with a key to the Hall and a code for the alarm system. The hirer is responsible for managing the security systems at the Hall on arrival and departure from the Hall. Further details will be provided once hiring arrangements are completed.

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