



# Conditions of Hire



*These conditions of hire must be read by any person or person(s) hiring these premises for a private function or acting on behalf of any organisation, company or legal entity, hiring these premises. The person making application is considered to have read these conditions of hire and is responsible for verification of any or all conditions contained in this agreement as to their understanding and performance requirement.*

Definitions: In this agreement:

"BSC" means Blayney Shire Council

"BSCC" means Blayney Shire Community Centre

"Manager" means the Manager of the BSCC, appointed by BSC or in his/her absence the Assistant Manager on duty.

**Bookings:** Bookings are accepted by written notification to the hirer by the Manager on the 'Acceptance of Application' form after completion of the 'Application Form'.

**Cancellations:** Cancellations will only be accepted if more than 7 days notice (for meetings) and 30 days notice (for Weddings, Concerts, Stage Shows or Balls) is given prior to the date of the event. Cancellations made after this time incur the cancellation fee.

**Holding Deposits / Cancellation Fee:** A 20% deposit is due and payable upon the acceptance of a booking with the balance and any other deposit to be paid seven days prior to the event.

**Security / Cleaning Deposit:** A cleaning deposit may be required in certain circumstances and at the discretion of BSC. See attached events requiring a security and / or a cleaning deposit and amount payable.

**Payment:** The hirer will pay to BSC the relevant amounts specified in the Schedule of fees and

