



COOROY MEMORIAL HALL VENUE HIRE

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VENUE HIRE

Set in the Sunshine Coast Hinterland township of Cooroy, the Cooroy Memorial Hall is one of the community's most historic buildings and has been home to a significant portion of the town's history.

Recently refurbished, the historic building dates back to the 1920's where it was built to service the growing population and to honour the men who gave their lives in WW1.

Located just 20 minutes from Noosa, the Cooroy Memorial Hall is an atmospheric and spacious facility right in the centre of town. It is also handy to major road and rail transport routes.

Should you wish to have a tour of the Hall or require more information please contact our friendly booking volunteers.



Celebrate your special event at our spacious, historic Cooroy Memorial Hall. Weddings, reunions, balls, dancing, parties, we can cater for all.

OUR FACILITIES INCLUDE:

- Large timber dancing floor in main hall
- Curtained stage with side stage access
- Carpeted annexe area, can be partitioned separately for extra space
- Separate stainless steel bar area
- Brand new, toilet facilities
- Wheel chair access and toilet facilities
- New stainless steel kitchen facilities for reheating food
- Ample public car parking

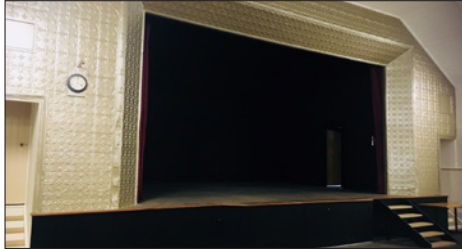


MAIN HALL BODY

12 x 18 metre

200 approx room capacity seated

140 approx room capacity seated with tables



CURTAINED HALL STAGE

7.5 x 6 metre

ELEVATED DINING AREA

7.2 x 7.2 metre

Vinyl floor for easy cleaning

Cold refrigerated water bubbler



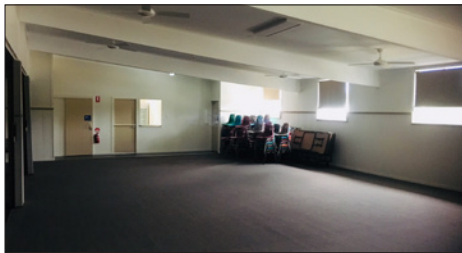
CARPET ANNEXE AREA

8 x 14 metre

80 approx room capacity seated

50 approx room capacity seated with tables

Partition available to separate areas



STAINLESS STEEL KITCHEN

2 x Smeg Alfa 143XM Convection Ovens, each with 4 trays

Electric 4 burner stove top

Double door glass refrigerator

Zip Instantaneous hot water unit: 25 litres

Hot water URN: approx 20 litres

Dishwasher

Convection microwave

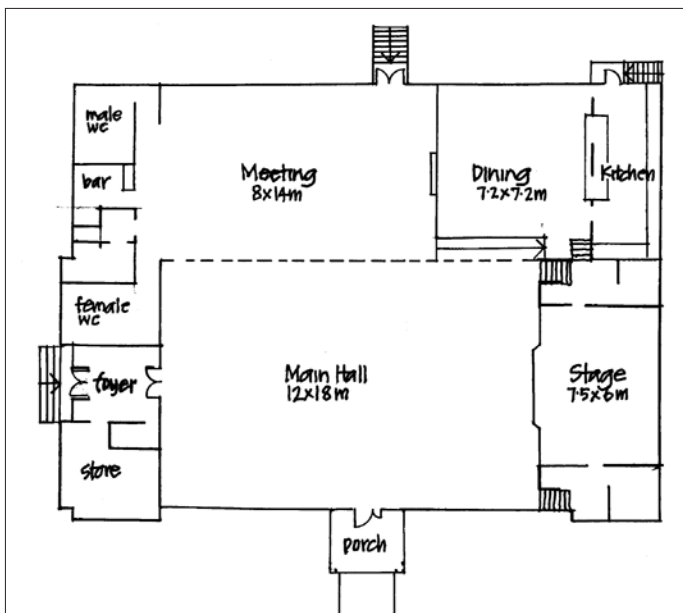


REAR BAR AREA

Double door glass refrigerator

Dishwasher

Money til



COOROY MEMORIAL HALL ASSOCIATION SCHEDULE OF FEES

Main hall only – day time function \$20/hour – maximum 3 hours

Main hall and full use kitchen \$35/hour – maximum 3 hours

Half day hire From \$170
(7am to 12pm, or from 12pm to 5pm,
or from 5pm to 10pm)

Full day hire From \$340

Friday & Saturday night From \$250
(from 5pm to 12 midnight) for unlicensed functions.

Licensed functions Price on Application

Full weekend hire (from 8.30am Saturday) From \$700

Weddings, private & licensed functions From \$1000
(3 days including Friday set up).

Bond (if applicable) From \$200

Cleaning fee (when required) From \$250

A cleaning fee and refundable bond will be charged in addition to the hire fee for all functions and extended hire arrangements. The price will be determined on application.

This is a smoke free venue.

Please note:

The Cooroy Memorial Hall is maintained by Cooroy Memorial Hall Association volunteers for and on behalf of the Cooroy Community. 100% of all fees and charges are used for the maintenance and restoration of the Hall.

VENUE HIRE POLICY

Aim of this policy

To provide an appropriate venue for hire by members of the community for their varied interests.

Applications for hire

1. The minimum hire period is two hours.
2. Potential hirers must submit a CMHA Expressions of Interest form, either online (at www.cooroyhall.org.au) or in hard copy.
3. Upon receipt of an Expressions of Interest form, the CMHA will notify the potential hirer of the applicable fee for the specified period of hire.
4. Hirers must have:
 - (a) Public Liability Insurance Certificate (if one off hire only, then not necessary);
 - (b) A Food Safety Certificate (if using the kitchen); and
 - (c) A Liquor licence if serving or selling alcohol.
5. The CMHA reserves the right to refuse to hire the hall if, after perusal of the details contained in the Expression of Interest form, the Association believes the potential hire would pose an unacceptable risk to the hall or the community.
6. A Hire Agreement must be signed by the CMHA and the hirer before the hall is used.

Hire fees

7. Hire fees will be charged in accordance with the CMHA Fee Schedule, which will be updated in March each year.
8. Charitable organisations and special needs groups may receive a discount on applicable hire fees upon application.
9. Hire fees and the bond must be paid in full before collection of keys to the Hall.

Payment of deposit, bond, and hire fee

10. Upon the signing of the Hire Agreement, the hirer must pay:
 - 10.1 a deposit of 25% of the agreed hiring fee; and
 - 10.2 a bond to cover such items as non-return of keys, unpaid fees, breakage and damage, and cleaning. The amount of the bond required will be determined after consideration of the nature of the proposed use of the hall. All terms and conditions contained in the Hire Agreement must be adhered to for a full refund of the bond;
 - 10.3 a cleaning fee if required.
11. The balance of the hire fee must be paid 10 days prior to the date of the event.

Cooling off period

12. A three-day cooling off period applies to all Hire Agreements, and the hirer must notify the CMHA in writing (by email or text message) if they wish to revoke the Hire Agreement during the cooling off period.
13. The deposit paid by the hirer is not refundable if the agreement is cancelled by the hirer after the cooling off period.

Prioritised events

14. Cooroy RSL has first priority for hire of the Hall for traditional commemorative occasions only e.g. Anzac Day, Remembrance Day, and Vietnam Veterans' Day.
15. Prioritised users will be charged a reduced fee.
16. An additional fee will be charged for power and water.
17. A bond in an amount to be determined will be required.

TRAVEL INFORMATION

Walking

Cooroy Memorial Hall is located in the heart of the Sunshine Coast Hinterland township of Cooroy. The main shopping precinct, Post Office, RSL and banks are a mere 2 minute walk away.

Train

The Memorial Hall is a 5 minute walk from the Cooroy Railway station. There are 2 regular train services that stop in Cooroy each day. More frequent train services can be obtained from the town of Nambour, a 20 minute drive down the highway.

Please visit www.queenslandrailtravel.com.au for an up-to-date timetable.

Bus services

The Memorial Hall is a 5 minute walk to bus stops that service the Noosa area. Please visit the translink website for current bus services to this area

Car

There are several car parks located close to the Memorial Hall - including on street angle parking, public carpark at the rear of the hall and the Cooroy Railway station carpark.

TERMS & CONDITIONS OF USE

Inclusions and using the space:

1. Hirers have access only to areas listed in this Hire Agreement.
2. The Hall as hired includes all fixtures, fittings, furniture and crockery to which access is freely given.
3. The placement of nails, screws, anchoring hardware or fastening into walls, ceilings or floor is strictly prohibited.

Alcohol:

1. Alcohol is allowed on the premises for private functions (where alcohol is not for sale but is brought onto the premises for private consumption of those attending the private function).
2. If alcohol is to be sold on the premises for a fundraising function then, it is the Hirers responsibility to obtain and provide a Liquor Act Permit to the Hall Secretary 7 days prior to the function. If a permit is not provided, alcohol may not be sold at the event.

Behaviour:

1. Parents/carers are responsible for children's conduct. No child under the age of 18 is to be left unsupervised in the Hall or attached premises at any time.
2. Our lease does not allow overnight accommodation and no hirer may stay in the Hall overnight for any reason.
3. Noise should be kept to a reasonable level and hire must abide by the laws of the state.

Smoking:

1. No illegal substances or drugs are allowed on the premises at any time.
2. Smoking is prohibited by law within this building and within 4 metres of any exits.

Risk & Insurance:

1. Cooroy Memorial Hall Inc will bear no responsibility whatsoever for persons or property while on these premises

and will assume no liability for the actions of hirers.

2. All hirers are to provide public liability insurance at their own cost.
3. Front and back doors (Fire exits) must be left unlocked and kept clear at all times when the Hall is occupied.
4. Under the Workplace Health and Safety Act 1995, Hirers are required to become familiar with our Fire & Evacuation Guidelines and ensure their guests are also aware of them.
5. The Hirer must keep an attendance roll or list of participants in case of an evacuation.
6. The Management Committee will bear no responsibility for the quality and content of performances, classes, workshops, seminars and other activities carried out by Hirers. When events involve providing advice, all Hirers must bear responsibility for their own professional indemnity insurance.

Cleaning & lock up

1. All the facilities are to be left in a clean and orderly condition.
2. All chairs, tables and equipment must be returned to their designated place at end of hire.
3. The premises are to be secure when leaving – check windows/doors to be deadlocked. All items such as fans/air conditioning/lights must be switched off and keys returned after use.
4. Hirers are responsible for the removal of rubbish from the Hall and/or grounds that are generated by the hire activity.
5. Where food or beverages are consumed or served please ensure that tables and chairs are wiped clean. All dishes to be washed and dried and put away. All rubbish removed and placed in bins or excess rubbish removed from premises and taken with hirer. Floors to be swept and any spillage to be mopped.

6. Lost property will be held for one month, and then if unclaimed, will be disposed of at the discretion of the Committee.

Fees & canceling:

1. All fees & bonds detailed in this agreement must be paid in full 7 days prior to the event. If payment is not received the booking may be canceled without further notice.
2. Hire fees for cancellations made less than 10 days prior to the event will not be refunded.
3. Proof of payment in full of all fees & bonds will be required before collecting the keys.

Bonds & Payments:

1. The hall hire fee is non-refundable if bookings are canceled less than 7 days prior to the booking date.
2. Hirers will be held financially responsible for breakages and/or damage/s or loss to hall property. If the premises or contents are damaged by the hirer, the Bond amount either in part or its entirety, will not be refunded.

Force Majeur:

1. If events beyond reasonable control of the parties, including but not limited to, acts of God (flood, earthquake, tornado, fire, etc), war, strikes, threats or acts of terrorism or similar acts, disease, or the necessity for emergency repairs, make it inadvisable, impracticable, illegal, or impossible to perform as originally contracted under this agreement, the affected party may terminate this Contract, without liability, upon written notice to the other party. Any deposits made shall be refunded to the Hirer within 30 days after written notice by them of cancellation under Force Majeure.