

Sutton Forest Hall

HIRE FEES AND CHARGES 2009/10 Financial Year

Function Fee Weekend	\$350.00 (GST incl)
Daily Rate (10.30am – 12.00midnight)	\$176.00 (GST incl)
Hourly Rate	\$ 17.00 (GST incl)
Commercial Hire daily rate (8am – 6pm)	\$220.00 (GST incl)
Bond / Deposit	\$250.00 (GST free)
The bond is to be paid on booking. The bond is fully refundable provided the rooms are left clean and no damage is incurred.	
Public liability Insurance	\$ 44.00 (GST incl)
(Private Family function only. Refer to clause 18 of the user agreement)	
All incorporated bodies, associations, groups and commercial hirers must have their own public liability insurance.	
Cleaning Fee	\$ 65.00 (GST incl)
Rubbish Removal	\$ 22.00 per 240 litre bin

FEES TO BE PAID	
Hire Fee	\$
Casual Hirer's Insurance	\$
Bond	\$
Cleaning Fee	\$
TOTAL AMOUNT DUE	\$

The Centre is to be left clean and tidy at the end of each session. The hirer is responsible for removing all rubbish from the Centre.

For bookings and further details please contact Tannia Andrews on 4868 0880.

*The Sutton Forest Hall is a smoke free zone.
Your co-operation in abiding with this policy is appreciated.*

Payment is required prior to the event either in person at the Customer Services Desk, Wingecarribee Shire Council, Civic Centre, Moss Vale or by Cheque payable to Wingecarribee Shire Council, PO Box 141, Moss Vale NSW 2577 (please attach a copy of this form with cheque).

SUTTON FOREST HALL

Information Sheet

Keys

Keys can be collected from and returned to Wingecarribee Shire Council, Elizabeth St, Moss Vale. All keys must be returned on the final day of hire. Failure to return keys will result in locks being re-keyed at the expense of the hirer.

The two keys are for:

1. Main Entrance – Single door into the hall facing east onto the car park and the outside toilet block
2. Small silver key is for the cupboard near the fridge that contains cleaning products, spare toilet rolls. (Please keep this cupboard locked at all times).

Power Board

The power switch board is located in the main hall on the western wall. The switches are all labelled. You will need to turn on **MAIN SWITCH No1**. This will give you access to power, lights and the stove.

Please check that Main Switch No 2 is on and that all emergency lighting is working.

Emergency Procedure and Plan of Sutton Forest Hall

This is located on the back of the entrance door to the facility. Please familiarise yourself with the procedures and contact numbers. If there is a problem at with the facility please contact **Parks & Property Manager 0409 465 169** or **Building Maintenance Officer 0439 903 002**.

There is also a checklist on the back of the entrance door and in the kitchen to remind each hirer what to do when packing and cleaning up the facility.

Kitchen Facilities

There is an urn in the kitchen for your convenience. In the plastic containers under the kitchen benches there is an assortment of mugs, glasses, odd saucers and one or two plates. There is a minimal amount of cutlery.

Detergent is in the cupboard in the kitchen marked First Aid. Would you please lock this cupboard and keep it locked at all times.

Dish cloths are under the sink.

Tables and Chairs

There are approximately 50 plastic chairs in the storeroom near the inside toilets.

There is an assortment of fold up tables in the storeroom near the front entrance.

Please remove all rubbish from the facility especially food scraps and leave the facility clean and tidy with all tables and chairs returned to their respective storage areas.