



RSLWA

Osborne Park Sub Branch

129 Main Street, Osborne Park, WA 6017.

ABN: 797 415 373 38

Patrons: Cr Giovanni Italiano JP, D.C. (Tony) Vallelonga JP

CONDITIONS OF SHORT-TERM USE COMMUNITY HALL

Memorial Hall, 129 Main Street, Osborne Park, WA 6017

Please note that this is a Heritage, No Smoking venue and that current Occupational Safety and Health practices are to be followed by all who use the Hall. The Hall is air conditioned.

RSL PROPERTY

Users are responsible for due care of RSL memorabilia and property within the Sub Branch and are requested not to reposition or handle any RSL display or wall hanging. Decorations or charts are not to be attached to the walls or displays. There is a whiteboard available for this purpose. **Users will be required to pay for the repair of damage to the property.**

CLEANLINESS

The Hall, toilets and patio area will be in a clean and tidy state. These are to be left in the same state with all floors swept*, rubbish removed and placed in bins on the patio, kitchen facilities/BBQ left clean and wiped down after use. All traces of any charts or items used during the event are to be removed. Tables and chairs are to be neatly folded and stacked in the storage shed at the rear of the premises. Please use the rubber wheeled chair trolley to move stacks of chairs safely.

* The wooden jarrah floors must not be swept with a broom or vacuum cleaner. A soft- cloth orange dry mop is provided in the kitchen. Kitchen floor tiles can be swept with a broom and mopped with warm water if there are spillages. Avoid moving the piano as the wheels damage the floor. A piano dolly is available for the safe repositioning of this heavy instrument.

PROPERTY MANAGEMENT AND SECURITY

The Secretary is responsible for the management of the hall. He will arrange your access to the premises. Should he or his delegated volunteer notice damage or inadequate cleaning you are requested to comply with our requests to correct the situation. Our volunteers will also provide instruction on the use of equipment and cleaning products.

NOISE

People

President: Richard Troughton M: 0479 039 003

E: osbornepark.rslwa@gmail.com

Service

Remembrance

Secretary: Mike Nel M: 0408 902 948

E: osbornepark.rslwa@gmail.com

Hall users must ensure noise emissions from the property comply with Environments (Noise) Regulations 1997. The City of Stirling Officers could issue infringements if there are complaints.

INSURANCE COVER

The user must have public liability insurance to cover hirer activities the period of the use of the hall. If the event involves using any equipment this needs to be in a safe condition and insured.

PAYMENT

Once your booking has been confirmed an invoice will be raised by our Treasurer. Payment in full is required 7 days before the hall is due to be used.

Hall usage rate \$35 per hour, with refundable bond of \$200 (\$400 for weekend evening bookings)

For all Hall use fees we prefer on-line payment. Our banking details are:

BSB: 036 044

Account Number: 359554

Account Name: Returned & Services League Osborne Park Sub Branch

A receipt will be issued by our Treasurer once the bank has verified payment.

I agree to the terms and conditions of hire outlined above:

Name of Group:-----

Contact person-----Phone/Mobile-----

Email: ----- Position/Role/Title-----

Street Address:-----

Postal Address:-----

Type of Activity/Function: -----

Your Signature

Our Office bearer signature:

Date:

People

Date:

Service

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