



PORT KENNEDY ASSOCIATION INCORPORATED

PO Box 114, Thursday Island, QLD, 4875

Ph: 07 4069 2306 Fax: 07 4069 1977

ABN: 73 504 400 188

PORT KENNEDY HALL HIRE POLICY & ASSOCIATED INFORMATION

Equipment hire bookings can be made from 8.00-5.00pm Monday to Friday at the following location:

Port Kennedy Association Incorporated
64 – 66 Douglas Street
Thursday Island QLD 4875
Or via telephone on (07) 4069 2306.

HALL HIRE POLICY

- * Hirer must phone / contact the Port Kennedy Association Inc. office to book the hall and obtain an application form.
- * Application forms must be completed and signed before payment is accepted and keys are provided.
- * Bookings of 3 or more day's duration require 50% of bond payable in advance within 48 hours of placing the booking.
- * Payments are to be made via cash, cheque or money order at least 48 hours prior to the date of hire.
- * Once the above steps have been completed the keys may be picked up 24 hours prior to the event being held. These keys can be picked up from the Port Kennedy Association Administration Office.
- * All keys **must be returned to the office and signed in by 9.00am the next working day** (if during the week) or if on a weekend by prior arrangement with the PKA Administration.
- * Cleaning inspections are conducted by the PKA Administration where possible in the presence of the hirer.
- * Penalties apply for late key return - \$5.00 (Inc. GST) per day until the key is returned.
- * Hirer must provide **2 weeks notice of any cancellations**. If this does not occur the hirer will be held liable for hall hire charges.
- * There will be no free hall hire.

IMPORTANT

Groups wishing to serve alcohol at functions held at the Port Kennedy Hall must obtain a permit. A copy of this permit must be provided to the Port Kennedy Association before the keys can be collected.

Cleaners may be available to clean after the function on your behalf. Please check with Port Kennedy Association Administration Staff if this service is required. For an additional fee of \$25.00 Inc. GST per hour the cleaner to clean on your behalf during weekdays, penalty rates for cleaning on weekends and public holidays. If the Hall is not cleaned at all this will result in a 'forfeit' full fee of the Hall Hire price.

Serving the Community

Email: reception@pka.org.au



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CONDITIONS OF HIRE

During the function:

- * Thumb tacks, nails and other devices for hanging things are not to be used in the hall.
- * The maximum number of people allowed on the premises during the event is 200.
- * All persons present on the premises must behave in an orderly manner
- * No crockery or cutlery belonging to the Port Kennedy Association Inc. is to be used unless prior permission given
- * Glass drink containers (alcohol / soft drink bottles / drinking glasses etc) are prohibited. Only cans / plastic cups are allowed.
- * Alcohol can only be distributed from one area. The Kitchen.
- * Amplified noise must not be excessive.
- * Spills or mess on the floor must be cleaned up immediately
- * Any safety hazards must be rectified immediately
- * In the event of a fire the evacuation procedure must be followed received (See evacuation procedure above fire extinguishers)
- * Evening functions must close no later than 12.00am (Midnight)
- * Extended hours - must have **Community Liquor licence and be approved by management 2 weeks in advance**
- * At the close of the event – lights must be switched off, the building securely locked up and the premises must be vacated no later than 12.30am

After the function:

- * All string / tape must be removed from the walls
- * All decorations, furniture and stereo equipment must be removed. The Port Kennedy Association will not be held responsible for any personally owned equipment missing from the premises.
- * Chairs and furniture must be stacked back in its original position. Please ensure the chairs are stacked in stacks of 5 in 3 separate rows. Tables must be collapsed and placed back on the trolley.
- * Floors are to be swept and mopped NOT HOSED!! Cleaning equipment / supplies / detergents will be left on the cleaning trolley in the hall for your use. All items must be placed back in the trolley after use and locked away in the hall when you leave.
- * Kitchen is to be cleaned. Dishes / cutlery must be washed and put away. Fridge must be cleaned of all food / drinks associated with the function. Dishwashing Liquid / Powder are stored under the kitchen sink. Tea Towels are not supplied
- * All bins are to be emptied – this includes the bin the toilet / kitchen / smaller bins around the yard. All garbage must be removed from the premises. Industrial bins are to be taken out the back gate.



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CONDITIONS OF HIRE CONTINUED

- * Toilets and change rooms are to be cleaned and restocked. Additional soap cakes, hand towels and toilet rolls will be stored in the cleaning trolley for you.
- * All areas are to be cleaned free of all litter including cigarette butts. This includes but is not limited to:
 - The hall itself
 - The entrances to the hall
 - All footpaths
 - All paving
 - Garden beds
- * The hall is to be left in the same condition as prior to it being hired.

IMPORTANT

Penalties will apply if equipment is left in the hall after the function has ended, the hall / surrounds are left untidy or cleaning supplies are use inappropriately.

PRICE LISTING

ITEM	PRICE INC. GST
<i>Bond</i>	
Large Group (over 50 people) with Alcohol Permit	\$500.00
Large Group (over 50 people) with NO Alcohol Permit	\$250.00
Small Group (under 50 people) with Alcohol Permit	\$200.00
Small Group (under 50 people) with NO Alcohol Permit	\$100.00
<i>Rental</i>	
Day & Night Hire of Hall (per day & night)	\$270.00
Day Hire of Hall (per day)	\$160.00
Night Hire of Hall (per night)	\$160.00
Half a day Hire of Hall (up to half a day)	\$75.00
Night Meetings, Conferences, Workshops etc	\$110.00

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PORT KENNEDY ASSOCIATION INC.
HALL HIRE APPLICATION FORM

Name of Hirer:	
Name of Hirer's Representative:	
CONTACT DETAILS	
<i>Phone / Fax</i>	
Work:	Home:
Mobile:	Fax:
Email address:	
Address:	
FUNCTION DETAILS	
Date:	to
Time:	to
Type of Function:	
If hire is over consecutive days:	
Will the function times remain the same as above	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not what are the other times?	
Will you be storing equipment in the hall overnight	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please note: You will incur additional charges if equipment is stored overnight	
Expected Number of Guests:	
Liquor licence must be displayed on the wall for viewing ie at the bar	
Do you want Torres News to promote your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will admission fee be charged?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will alcohol be consumed at the function?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Bar Supervisor:	
Mobile Number:	Work Number:
Email:	
Address:	
Do you require Port Kennedy Association to complete the cleaning? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Office Use

Receipt Number #:

Date of Payment: / /

Hire Amount = \$

Bond Amount = \$

Cleaning Fees (if required) = \$

Date of Bond Refund:

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PORT KENNEDY ASSOCIATION INC.
HALL HIRE APPLICATION FORM CONT

I on behalf of the above organization

I..... (delete if not applicable)

1. Have read the conditions of hire and agree to abide by them. I accept that failure to comply with all or any of these conditions will result in automatic forfeiture of bond monies and in my having to pay additional expenses associated with cleaning and / or damages.
2. I have read and understand the Fire Evacuation Procedure as displayed near the main entrance to the hall
3. I will be at the hall atam/pm on/...../..... to return the keys and attend the clean up inspection.
4. I confirm that I have read and understand the:
 - Hall Hire Policy
 - Conditions of Hire

Signature of Hirer:	Date:
Signature of Witness:	Date:

Internal Use Only

Hall & Surrounds in Good Order	Yes / No		
Signature of AO		Date	
<i>ADDITIONAL DETAILS</i>			

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