

Conditions of Oddfellows Hall Usage

All users of the hall are required to follow the following conditions of usage.

- For private functions a cleaning deposit of \$200 must be paid to MVAC before key can be collected. If cleaning is required after an event, this will be deducted from the deposit before balance is returned. Any cleaning required will be conducted by a professional cleaner at commercial rates.
- All users must provide the name of the person responsible for the hall key and contact number to the MVAC committee.
- Any chairs and tables used are to be restacked. The fire hose by law must be left clear for emergency use.
- Waste paper bins in the hall and toilets are to be emptied at the end of any activity. Bin liners are provided in the cupboard backstage.
- Hand basins and sinks are to be left clean after any activity. Cleaning products, paper towels and toilet paper are located in the cupboard backstage. If your activity has a large paper towel use, please provide your own.
- The hall floor is to be free of any spills and swept. This applies to the stage and back stage areas if used. A vacuum cleaner and brooms etc are located back stage.
- No foodstuffs are to be left in the hall. Please note there is no fridge in the hall.
- There is a limited amount of cutlery and crockery available for use. These are to be washed up and put away.
- It is suggested that patrons, especially larger groups, bring and take home their own cups, tea and coffee, milk, tea towels etc
- Rental fee is to be paid by the end of the month. Electronic transfer details are.

BSB 704 189 -

Account Number - 00002498.