

Conditions of Hire

The hirer of the Montville Village Hall acknowledges and accepts the following conditions in relation to the hire and use of the Montville Village Hall and its immediate surrounds.

1. All exit doors must be unlocked for the duration of occupancy of the hall to comply with fire safety regulations.
2. The hirer is responsible for alerting all occupants as to the evacuation procedures and ensuring compliance with these in an emergency.
3. Cooking is only permitted in the kitchen with approved kitchen appliances.
4. Alcohol can only be sold with the appropriate permit, a copy of which must be provided to the Montville Village Association prior to the function.
5. Smoking is prohibited within the hall and its surrounds.
6. Music and loud noise must cease at 11:30 pm and the hall must be vacated by 12:30 am to comply with noise abatement regulations.
7. All breakages and damages are the responsibility of the hirer.
8. The hirer shall ensure all furniture, appliances and equipment are returned to designated storage locations in a clean and operational condition.

9. The hirer shall remove all rubbish from the hall and its surrounds.
10. The hirer shall ensure the hall is left in a clean and tidy condition, particularly the kitchen and toilet areas.
11. A \$1000 security bond is to be paid before the hire. This bond will be returned within 30 days of the hall hire.
12. The hall key is to be returned to the Hall Coordinator upon completion of the function.
13. Before vacating the hall, the hirer shall ensure:
 - ~ all appliances, lights and fans are turned off;
 - ~ all taps and the hot water are turned off;
 - ~ all doors and windows are secure.

Failure to comply with these conditions may result in the forfeiture of all or part of the refundable security bond paid.

Note: The Montville Village Hall is heritage listed and is maintained by Montville Village Association volunteers for and on behalf of the Montville Community.

Contact

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hallcoordinator.mva@gmail.com

*MVA Function Hire Costs & Conditions
Version 8; Effective June 2018*



VENUE HIRE

Montville Village Hall

Function Hire Costs

Montville Village Hall

Weddings:

Full Day Hire of Hall (Inclusive of 1 ½ day hire, kitchen use)	\$800.00
Up to 11 tables of materials (chairs, tables, crockery, cutlery, glassware) @ \$60 per table. (Hall capacity is for 100 people)	\$660.00

Other Functions:

Full Day hire of hall (9.00 – 12.00 midnight)	\$300.00
Half Day hire of hall (9.00-1.00pm/1.00pm-5.00pm)	\$200.00
Evening hire of hall	\$200.00

Please Note:

A refundable bond of \$1000.00 is required. This bond is to cover any damage to the hall, equipment and associated areas of the historic precinct - including the Village Green, Saint Mary's Church and Saint Mary's Hall.

All functions will attract a **mandatory cleaning fee of \$264.00**

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Other Hire Charges:

Table Cloths	\$10.00 each
Place settings (Glassware, Crockery & Cutlery)	\$5.00 per head
Chairs	\$2.00 each
Tables	\$10.00 each
Coffee making facilities	\$50.00
Full kitchen facilities	\$200.00
Small Marquees (20 people)	\$200.00 each
Chandeliers (2 large 4 small)	\$250

Community Groups Only:

Data Projector (Experienced MVA operator only)	\$50.00
Sound System (Experienced MVA operator only)	\$50.00
Casual Hire Rate:	\$25.00 per hr
Bond for Issue of Key (Signed to take home)	\$50.00

Please Note:

Not-for-Profit/Community Organisations attract discounts.

The Montville Village Hall is heritage listed and is maintained by Montville Village Association volunteers for and on behalf of the Montville Community. 100% of all fees and charges are allocated to the maintenance and restoration of the Hall. This price list supersedes previous price lists and will remain current until future price lists are published.

Contact

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www.montvillevillageassociation.org.au