



# EWINGSDALE HALL

Hire Information Booklet &  
Terms and Conditions of Hire

## Background

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The Ewingsdale Hall and the Ewingsdale Church (St Columba's) are two of the most historic buildings in the Byron Bay area, built in 1908 and 1915 respectively. They are located in the scenic and lovely William Flick Lane (formerly the Pacific Highway) with its canopy of huge Moreton Bay fig trees.

Both buildings are beautifully maintained and in frequent use. The Hall, belongs to the Ewingsdale Community Association (unlike many halls which belong to local councils) and has been maintained by the community since that time. It is popular for weddings and community classes.

All funds raised from the hiring of the hall go back in to its maintenance and to support local community events.

## Interior

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The Hall is licensed to hold 120 people and has basic plastic tables and chairs to accommodate 120. The interior and exterior could potentially hold 150 people.

There are toilet facilities on-site, as well as a kitchen which was upgraded in 2015 and includes an oven, one commercial fridge and one domestic fridge, two microwaves, an urn, two stoves, one gas and one electric, servery area, food preparation and sink areas. It is recommended catering is prepared off-site and served/warmed in the kitchen. There is no cutlery, glassware or cookware or cleaning equipment.

There is an 8 metre by 4.5 metre stage in the building, with a piano, and wooden floorboards throughout. The floor area is 11metres by 10metres.

## Hire conditions

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The Hall is hired to wedding and funeral functions, as well as selected market, theatre and sales events. Unfortunately due to previous incidents, the Community Association moved a motion to discontinue hiring the event to parties.

Should you wish to hire the hall for an event, other than a wedding and a funeral, a request can be made to the Community Association – [ewingsdalecommunity@outlook.com](mailto:ewingsdalecommunity@outlook.com)

All amplified noise must strictly cease by midnight, with no noise at all by 1am. There is one rubbish bin and two recycling bins.

Events are provided with two recycling bins and one rubbish bin. Hirers should have plans in place to remove rubbish from events. Bins that are overflowing or rubbish left

next to the bins will not be collected by council. This extra rubbish must be taken to the tip by maintenance staff and charges will be removed from the bond to cover the cost of additional rubbish removal. Local companies provide rubbish removal services.

No temporary decorations or fixings should be attached to the adjacent church building. Please note this is a separate building and does not belong to the Ewingsdale Community Association. There is a church service on the first Sunday of the month and the grounds should be left clean and tidy for service attendees prior to the 10am service.

Upon returning the key on Monday morning, the Hall will be inspected and the bond returned, minus any possible charges, within two weeks (usually within one).

## Church

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There is an Anglican Church located adjacent to the Hall. This is available for religious ceremonies and can be organised through the Rev Hilary Singleton, (02) 66856431.

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## Bookings

To confirm a booking a \$1000 deposit must be made into the bank account below. The balance should then be paid one month prior to the event. This deposit then becomes the \$1000 bond for the event, which is then returned within two weeks after the event (usually within one).

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The attached booking form and agreement should be returned before any booking will be processed.

Once the booking is complete the event will be entered into our online calendar.

## Financials

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For weekend weddings, the hall is hired from 9am Friday, until 9am Monday and the fee is \$1,800 for bookings during 2017 and \$2000 for bookings during 2018.

Funerals are charged at a rate of \$250 from 10am until 5pm, with a \$500 cash bond required. As we have regular evening classes, the Hall must be left as found prior to the funeral.

When depositing the funds please include in the reference whether the payment is for a deposit or a balance payment, as well as date and if it is possible to fit a surname.

Eg: BALANCEJonesApril18 or DEPOSITJonesApril18

**Bank Details -**

Ewingsdale Community Association  
Summerland Credit Union  
BSB 728728  
Account 22211098

Please send all deposit confirmations to –  
peter.gough1@gmail.com and  
ewingsdalecommunity@outlook.com

# Agreement of Hire

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Name of Hirer(s): \_\_\_\_\_

Event type: \_\_\_\_\_

Event Name: (for website) \_\_\_\_\_

Date of hire: \_\_\_\_\_ until \_\_\_\_\_

Contact phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

## The Hirer Agrees:

1. The hire of the Hall is subject to approval by the Hall Committee.
2. No sub-letting is to occur, and any sub-letting will automatically cause forfeit of the Bond.
3. The hirer will ensure that the number of persons in the Hall does not exceed 150 persons. Any breach of this specified number will automatically cause forfeit of the Bond.
4. The event activity will conclude by 12am and if the event runs overtime any charges or fines payable by the Ewingsdale Community Association will be deducted from the bond.
5. In the event that a hirer is intending to remain in the vicinity of the Hall for the night after hire for security reasons, the hall management must be advised in order to relay the information to the Hall security company.
6. All rubbish that does not fit in the bins provided must be removed by the Hirer.

## Liability

1. The hirer is responsible for any public claims incurred during the hire of the Hall and indemnifies the Ewingsdale Hall and Progress Association Inc. against any claims that arise from the hiring of the Hall.
2. The Hall is insured for public liability.
3. The Hirer is liable for all damages, losses, repairs and other such costs that may be incurred by the Hirer during hiring period, such costs to be deducted from the Bond. Further, in the event that such damages, losses, repairs etc. exceed the Bond held by the Committee, the Hirer will be liable for any and all excess costs over the amount of the Bond.
4. Public land at the sides of the Hall are not covered by insurance and accessing this is at the Hirers own risk.
5. Land around the Church is not a part of the Hall and is not to be damaged in any way.

## Prohibited Activities

1. **No alcohol is to be sold** in the hall unless a permit/licence has been obtained and a copy of such licence is provided to the E.P.A. representative prior to the commencement of the hiring period.

2. The Hall has a **no fires** policy, both inside and outside the Hall. The lighting of a fire will result in the immediate forfeit of the Bond unless specifically arranged with the Hall Manager.
3. The Hall has a **no incense, candles or smoking** policy. The Bond will be forfeited if this condition is breached.
4. No nails, staples, tacks, tape or any other fastening device are to be attached to the walls, light fittings, fans or other part of the hall. The Bond will be forfeited if this condition is breached. Decorations can be attached to the existing hooks and string or other non-permanent or marking equipment used.
5. No tampering with light fittings or light bulbs or electric fans.
6. No decorations are to be placed in the Hall without prior approval of the representative of the E.P.A. Any approved decorations, including flowers/greenery must be removed from the property prior to the completion of the hiring period.
7. **Under no circumstances are hay bales to be placed anywhere on the property**, inside or outside the Hall, including land around the school and church.
8. **No confetti of any kind, whether paper, plastic or glitter, is to be used in the Hall.** Rice or flower petals are permitted outside.
9. No vehicles or caterers vans are permitted in the Hall grounds without express permission. No marquees, tents or similar are to be erected in the grounds without clearance from the Manager.
10. Hall furniture, benches, tables and chairs are available for use, free of charge, however they must not be left outside overnight under any circumstances.
11. There will be no lighting, decorations or other temporary fixings applied to the church building at any stage.
12. Removal of any items is strictly forbidden without prior approval. This is a historic community hall with many uses and the roll of honour, fixtures, furnishings (including curtains) must remain intact.
13. **Water tanks must not be climbed on.** Any damage done to the outdoor water tanks through climbing will result in a forfeit of the bond.

### Noise

1. All noise, including amplified sound, will be kept within the levels specified in the relevant noise legislation as set by the N.S.W. Government. All amplified noise must be reduced at midnight to E.P.A standards (acoustic level).
2. The Ewingsdale Hall Progress Association Inc. (E.P.A.) reserves the right to make it a condition of the hire that licensed security officers are to be employed for the entirety of the hire at the expense of the hirer. If this is applicable, the hirer is to advise the E.P.A. representative of the contact name and details of the security company for verification.

### Vacating the Hall

1. The Hall is to be left in a clean and tidy state, with all garbage removed from within the Hall and from the Hall surroundings. All furniture should be packed away, where it was originally located. Any breach of this condition will result in an adjustment of the Bond.
2. All windows and doors are to be locked.
3. All electrical appliances, including lights, ceiling fans, refrigerator and **hot water urn are to be switched off. The small refrigerator remains on.**

4. The key is to be returned to the place specified by the E.P.A. representative. Failure to return the key will result in a \$50 replacement fee being taken from the Bond.

**Refund of Bond**

1. Refund of the Bond, less any deductions for any breaches of the Conditions of Hire will be made within 10 business days of the conclusion of the hiring period, and following an inspection by the E.P.A. representative.

## Agreement

I agree to the conditions above and would like to confirm the booking. Paying the deposit indicates agreement of the terms and conditions.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please tell us how you heard about this venue?

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