



Gungahlin Cemetery Memorial Hall



Conditions of Hire

Permission to Use

The hiree should not use the building for any purpose other than that specified on the Agreement to Hire on Conditions of Hire. It is the responsibility of the hiree to see that their guests understand and adhere to these conditions.

Canberra Cemeteries has total discretion to accept or decline any application regarding the Hall. The hiree will not provide false or misleading information, or omit to provide information that will result in the application being false or misleading.

No animals except "service dogs" may be admitted to the hall except with prior arrangement.

Failure to meet any of the Conditions of Hire, either before or during a booking, will result in immediate cancellation of a booking.

Payment

Payment may be made at the Office at Gungahlin Cemetery or by arrangement by credit card; electronic funds transfer (EFT), cash or cheque. Payment must be received prior to occupation of the hall.

Cancellations

No monies are refundable for cancellations made less than one week prior to hire date.

Canberra Cemeteries reserves the right to cancel bookings at any time. In such cases all monies will be repaid and Canberra Cemeteries will not be liable to compensate the hiree or any other entity for any losses which may be suffered.

Venue Hire

Full day hire includes use of the hall from 7:30am until 6.00pm, unless other arrangements have been made prior to the event.

The hire period includes access to the hall for all set up and take down requirements. If the hiree fails to vacate the hall after the conclusion of the hire, the hiree shall pay Canberra Cemeteries, upon demand, additional charges at current rates.

Included in the hire fee is full use of the venue, access to the rubbish facilities and a general clean after your event.

Equipment and Decoration

Smoke machines, sparklers or any other smoke producing item may not be used in the building under any circumstances. Should any smoke detector or alarm be activated during your hire, the bond may be forfeited and additional charges may be incurred for the call out of the ACT Fire Brigade. All helium balloons must be removed from the building before departure as their movement in the building may cause security alarms to be activated. A bond deduction may be required if the security alarms are activated for this reason.

No nails, staples, paint, screws, tape, blue tack or glues are to be used. All decorations are to be removed completely.

The floors, ceiling, walls or any other part of the Hall of any fittings or furniture shall not be broken, pierced by nails or screws or in any such manner or in any other way damaged. No notice, sign, advertisement or fittings of any kind shall be erected in the venue, in the grounds (including the car



park) or attached to or affixed to the walls, doors or any such portion of the building, fittings or furniture. No fixture, fitting or furnishing may be altered, moved or removed without the written consent of Canberra Cemeteries.

No advertising or other signs or sticking material are to be attached to any part of the hall unless approval is obtained from the Canberra Cemeteries.

Occupancy Limits

The Hall has the below listed occupancy limits. The hiree agrees not to allow this occupancy limit to be breached at any time, and is personally responsible for the enforcement of the occupancy limit during the term of the agreement. The hiree agrees that it will, at all times, have material control and conduct of the event. If Canberra Cemeteries reasonably suspects the hiree will not be the person with material control and conduct of the event, they reserve the right to immediately cancel any booking made and the Hiree shall forfeit any fees, charges or bonds paid.

Venue set up options: If you propose to use the hall for a different purpose, please contact Canberra Cemeteries for further advice on the Building Code of Australia occupancy specifications.

Memorial Service - 60 seated plus approx. 20 standing

First Aid

It is the responsibility of the hiree to ensure the provision of adequate first aid is available during the period of hire – a first aid kit is available in the kitchenette.

Alcohol and Licenses

Hirees are to comply with the provisions of all Legislation and Regulations such as the Liquor Act 2010 and Public Health Regulations, in place at the time of hire.

The consumption of alcoholic beverages is limited to within the Hall precinct, as defined on the page below.

No guest is authorised to leave the event with an open bottle of drink. Consumption of such beverages in cars, driveways and other areas of the precinct is a violation of the Hall Conditions of Hire and therefore prohibited.

Smoking

In accordance with ACT Government regulations, smoking is not permitted within 15 metres of Hall.

At the discretion of the hiree smoking is permitted on the grassed area at the rear of the Hall.

Attendees who breach this regulation will be asked to leave the premises.

Parking

Disabled Parking is available to the rear of the Building accessed by the side road.

Parallel parking is permitted throughout the cemetery - other patrons are encouraged to park along roads unless otherwise directed by Cemetery staff.

Note that the area may be patrolled ACT Parking Inspectors. Hiree should encourage patrons to obey signs – vehicles not complying with signs may be fined.

Cemeteries staff will arrange for overflow parking if required.



Extent of Hall Precinct





Frequently Asked Questions

- Is smoking permitted:
 - As for all Act Government premises, smoking is not permitted inside Hall or within fifteen (15) metres of the building.
- Is there facility for families with young children?
 - There is quiet lounge available for the use of families with children
- What if I need additional equipment not normally supplied?
 - Any additional equipment will need to be arranged by the hiree.
- Is the building heated and cooled?
 - There is heating and cooling throughout.
- Is there a kitchen?
 - The Hall has a kitchenette only – facilities include a fridge and urn and bench areas.
- What furniture is available?
Chairs/Tables – There are 4 x fold-down tables and 60 individual chairs supplied, however hirees can make their own arrangements for supply, as required.
- Is there a BBQ available?
A gas BBQ's is available for on request – to be operated only by responsible adults
- Are animals allowed?
 - No animals except 'service dogs' are permitted in the Hall unless prior arrangement has been made.
- Are additional structures such as marquees available?
Marquees (supplied by the customer) may be erected with prior approval in the courtyard and in the lawn area at the rear of the building.
- What is the Hire Cost?
Fees vary depending on the circumstances – Please enquire for a quote.

Organisation/Entity name	ABN/ACN
Contact name	
Phone (work)	
Phone (mobile)	
Email address	
Postal address (include post code)	
Physical address (if different to postal)	
Event purpose e.g. Funeral, Memorial service, Training, Meeting	
Hire category Cemetery Service <input type="checkbox"/> Private Function <input type="checkbox"/> Community* <input type="checkbox"/> Commercial* <input type="checkbox"/> Liquor on the premise <input type="checkbox"/>	
Approximate number of attendees	
Event date(s) (date range if applicable)	
Entry time to the venue on hire (or first) date	
Exit time from venue on hire (or final) date	
Special requirements (chairs, tables, AV)	

*Public Liability Insurance required - a copy of your insurance certificate is to be provided prior to hire date.	
Public liability insurer	
Policy number	
Policy expiry date	
Sum insured	\$

I have read and acknowledged the Conditions of Hire for the Gungahlin Cemetery Hall and agree to meet the conditions therein.

Signature of Hiree	Date
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Verified correct and complete (Canberra Cemeteries staff)

Signature	Date
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Note: Hire cannot proceed until both parties have signed