

## GENERAL INFORMATION / HIRE RATES FOR WAUCHOPE COMMUNITY ARTS HALL Oxley Lane, Wauchope NSW 2446

### Ownership / management:

Wauchope Community Arts hall is owned by the Port Macquarie Hastings Council and managed on behalf of the council by Wauchope Community Arts Council (WCAC).

The hall is suitable for a range of activities – please refer to the *Rules and Conditions of Hire – Community Facilities* document for details regarding the hiring of the hall.

To contact the booking officer (and to organise key collection and return):

phone Vana Ford: 0414 798 796 or email [wauchopeartsbooking@yahoo.com.au](mailto:wauchopeartsbooking@yahoo.com.au)

**Hall Hours of Operation:** 7.00am – 12 midnight (no noise after 11pm)

### Current fees and charges:

User	Hire Rate	Bonds/Deposits
Not-for-profit Group	\$9.50 per hour	see below
Creative Wauchope members	\$9.50 per hour	see below
Private function	\$15 per hour	see below
Commercial	\$20 per hour	see below
Council Activity	No charge	N/A
State/Federal elections	\$280 per election	N/A

A refundable cleaning deposit may be requested upon booking. A refundable Alcohol Bond of \$275 will be charged for functions involving consumption of alcohol (see details in the *Rules and Conditions of Hire – Community Facilities* document).

The Hall Committee is not responsible for any loss or damage to any property belonging to the hirer and the hirer shall be liable for costs associated with making good any damage caused to buildings, fittings, furniture and other installations arising out of his/her use of the Facility.

An Incident/Accident/Hazard Report form is to be completed to outline details of any issues with the hall. Suggestions for improvement may also be written in the book provided in the kitchen.

Hirers must download and complete the **Hall Hire Agreement** (pdf) and abide by the **Rules and Conditions of Hire – Community Facilities** (pdf).

### Payment of fees, deposits and bonds:

Please pay by direct deposit to the following account:

**BSB:** 721000 (Holiday Coast Credit Union)

**Acct number:** 100153520 (S14-3 Acct) **Acct Name:** Wauchope Community Arts Council.

**Reference:** surname/company name (casual) or Invoice no. (regulars)

Note: This Hall is a Smoke Free Environment. Police will be made aware of private functions.

Effective 1/3/2018



[wauchopearts.org.au](http://wauchopearts.org.au)



[wauchopeartsbooking@yahoo.com.au](mailto:wauchopeartsbooking@yahoo.com.au)



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**WAUCHOPE COMMUNITY ARTS COUNCIL, PO BOX 170, WAUCHOPE NSW 2446**