



Lowburn Hall Society Inc

Hall Hire Terms and Conditions

By hiring the hall you agree to the following terms and conditions

1. Give notice of cancellation as soon as possible.
2. Familiarize yourself with the fire safety alarms and exits.
3. Read the operating instructions on the walls for the care of the kitchen equipment.
4. Understand that there is cutlery and crockery for 100 people.
5. Tea Towels are NOT provided.
6. Report any damage and be responsible for the repair or replacement costs.
7. Remove all rubbish.
8. Leave the hall clean and tidy using the equipment in the cleaning cupboard.
9. Note the location of the first aid kit.
10. Leave the tables and chairs in the store room once finished.
11. Return the key for the heating. This can be found on the key rack in the cleaner's cupboard.
12. Follow the check list for locking up after the event.
13. Return hall key to key box and disengage code to secure.