

## **EMPIRE BAY PROGRESS ASSOCIATION [EBPA] CODE OF CONDUCT FOR USE OF THE EMPIRE BAY HALL**

This hall is owned, managed and maintained by the community of Empire Bay.

As the hirer, you are entrusted to respect the building, its contents and surrounds and that of its neighbours by behaving in a manner that is both considerate and respectful. This means cessation of party noise by 10PM and vacation of the hall no later than 12 midnight (inclusive of clean up time).

By signing the agreement, you have agreed to abide by hall terms and conditions, and agree to partial or full forfeiture of the security deposit should any term or condition be contravened. This is done at the discretion of the EBPA or automatically should Police or EBPA members be called to the event for unruly behaviour. As the hirer, you are totally responsible for your guests both inside and outside the hall.

In summary:

1. **Please leave the hall as it was found** – sweep floors, clean spills, tidy toilets, re-stack furniture that was moved, clean BBQ and return it and outdoor furniture to sheds, place rubbish in large RED bin (non-recyclable) and YELLOW bin (recycle – plastic, tins, glass only) stored behind the gate near the outside toilet.
2. **Limit decorations to tables and windows.** Do not blue tack, glue or stick anything on the inside or outside walls of the Hall. Any damage will be paid for by the Hirer.
3. **Ensure the event is contained within EBPA property**, that is, celebrations are NOT to extend beyond hall and lawn boundaries out onto the street or neighbouring property.
4. **The consumption of alcohol must be done within hall limits** (building and fenced lawn area), and is NOT to extend to the council verge, road or neighbouring property.
5. **Remove all personal property from the hall** – check fridge, kitchen benches, toilets, lawns etc. If any beer bottles, wine bottles, plastic bottles or cans, cigarette butts or any rubbish is found inside the Hall, its grounds, surrounding area or neighbouring property, the hiring fee and security deposit may be withheld.
6. **Lock all doors and padlocks** on sheds and gates before leaving. Return shed / gate keys to cupboard.
7. **Return and lock front door key in Lock Box** at front door.
8. **Turn off lights and air conditioning.**
9. **Please leave in an orderly manner**, and in doing so respect hall neighbours.
10. **During COVID-19, adhere to relevant government requirements.** Links can be found on the Empire Bay Progress Association website

<https://www.empirebayprogress.org.au/hallhireterms>

Thank you  
**Empire Bay Progress Association**