



Fairlight / Manly

# SCOUT HALL HIRE

1

## CHECK THE CALENDAR

View our bookings calendar at  
<https://fairlightmanlyscouts.org.au/hall-hire/>

2

## COMPLETE THE P2 FORM

Download the P2 form from the website. Complete, sign and scan it so you can send it back to us.

3

## PAY YOUR HIRE FEES & KEY DEPOSIT

Hire fees are \$35/hr (min \$100). Key deposit is \$150.  
Pay to Fairlight Scout Group | BSB: 012330 | Act: 494236661

4

## READ & ABIDE BY OUR HIRE CONDITIONS

Please read our hire conditions. Your key deposit will be retained if hire conditions are not met.

5

## ADVISE YOUR PAYMENT & BANK DETAILS

Tell us you have made a payment & advise your bank details for return of the key deposit (only if hire conditions are met)

# Fairlight / Manly Scout Hall

# HIRE CONDITIONS

Dear Hirer

Fairlight/Manly Scout group is run by volunteers. Your hire fees help to maintain the hall. We ask that you follow all our hire conditions for the benefit of our scout groups and other hirers. Your \$150 key deposit will be forfeited if any of the following conditions are not met.

1. Please leave the hall in a clean and tidy state and **take all rubbish with you**. There is no rubbish collection or cleaning service (or charges) so this courtesy is very important.
2. No alcohol or smoking in the hall or around the hall.
3. No teenager parties.
4. The P2 form must be completed, signed and returned to us for insurance purposes. We cannot confirm your booking without it.
5. Hire fees and the key deposit must be paid in full to secure your booking. Refunds are not possible if you cancel within 14 days of your event.
6. Damage as a result of hire activities must be reported to us. The hirer may need to pay for any resulting repairs.
7. Lock the door and check it is secure when you leave.
8. Return the key after your event.

## **Please Remember**

1. Tell us when you have made your payment by emailing [ivanhoehallhire@gmail.com](mailto:ivanhoehallhire@gmail.com) (please include your surname so we can credit your payment to the right booking).
2. Following payment, your booking will be added to the hire calendar and key collection will be advised.
3. Your key deposit will be returned 1-2 weeks after your hire. Remember to let us know which bank account we should send your deposit to.
4. Ensure the kitchen is clean, the floor is swept, appliances are turned off and the door is locked securely when you leave.
5. Return the key!

## **Contact**

Fairlight Manly Scouts Ivanhoe Park Hall Hire volunteers can be contacted at :  
[ivanhoehallhire@gmail.com](mailto:ivanhoehallhire@gmail.com)