

Lions Youth Haven Function Centre Booking Sheet



Please sign, fill out missing details & email to- info@lyh.org.au

Date/s of Function:	
Hire Costs	8am to 4pm - \$30.00 per hour GST Inc After 4pm - \$40.00 per hour GST Inc
Function Start Time:	
Function End Time:	
Type of Function:	
Cleaning Bond:	Refunded if the Hall is suitably cleaned & left as it was prior to function. Bond: \$200.00
Hire of BBQ Area:	Required: Yes <input type="checkbox"/> No <input type="checkbox"/>
Please Tick Box:	BBQ Area Cost / Hire \$60.00 GST Inc

Customer Details

Contact Name & Address:	
Contact Phone & Email Details:	
Bank Details:	Bank Account BSB
Bond Refund after inspection	

LYH Account Details for direct payment (No Cash Accepted)

Lions Youth Haven	Bank Account BSB
	Bendigo 165 946 237 633 000

Hall dimensions: 12m x 12m (144m2) plus verandahs. Equipment Supplied

Power, Water, Urn, Crockery, Video/TV, (Kitchenette - includes Gas Stove, Cooktop, Fridge, Microwave)- Reverse cycle air conditioning, Trestle tables & chairs accommodating up to 60 people.

On Departure

Tables & chairs to be stacked neatly and accessible in storage room, cleaning & vacuum equipment are to be used to clean facilities after each use to avoid loss of cleaning bond.

Parking

PICK UP AND DROP OFF AT ENTRANCE ONLY – Please park cars in visitor's carpark adjacent to Hall. Keep to speed limits at all times.

LYH Community Hall Rules

We ask that you abide by the following rules when hiring the Lions Youth Haven Community Hall:

- The speed limit on the property is 20km. Please abide by the speed limit and be aware that people on horseback may be using the roads.
- Do not park in front of the Hall, it is a pickup and drop off area only. If cars are parked in front of the Hall it reduces visibility and prevents drivers from seeing children who may be crossing the road. Parking is available in the designated parking area across the road from the Hall.
- Remain in the LYH Hall area and do not access other areas of the property without prior arrangement with the LYH management. Groups that hire the LYH Hall have access to the Hall building, BBQ area and sports oval and we ask that you keep to these areas.
- Always supervise children in the group at all times. This is for their own safety, and to prevent them causing disruption to our animals or the other property users. Many areas of the farm are not safe for unsupervised children.
- **The fences in the horse paddocks are electrified, please keep your distance from the fences and do not touch them.**
- Please do not attempt to touch or interact with the livestock on the property unless permission has been sought from LYH management. Many of the animals on the property are privately owned. If you scare the animals, it may cause them to panic and cause injury to themselves. LYH accepts no liability for injury caused to animals by the actions of any of your group members.
- Please vacate the LYH Hall by the end of your booking time. If you need extra time, contact the Administration manager on 0450 244 991 and they will allocate extra time to you if the Hall hire schedule allows for it.
- All equipment, food and decorations brought into the LYH Hall need to be removed by the end of your booking period. If you would like to leave anything on the property to collect later, please advise the administration manager.
- Bringing your own food for functions in the hall is permitted but we prefer you to use the LYH Caterer for any external catering. Please contact the Administration manager to arrange catering.
- The Hall is to be left in the condition you found it. You are not required to clean the Hall as a cleaning service will be done after your booking. However, the LYH Hall must be left in a neat and tidy condition.
- Please turn off the lights, air conditioners and appliances, and lock the Hall door, before you leave the property.
- You are expected to pay for the repair of any minor damage, or excess cleaning costs, which result from your use of the Hall. If your bond does not cover the excess costs, we will request that you pay the additional amount.