



Tomerong School of Arts Inc.

360 Hawken Road, Tomerong. NSW 2540

ABN: 68 106 596 896

Email: tomeronghall@gmail.com

Website: www.tomeronghall.com

HIRING OF TOMERONG HALL

We are pleased to provide you with the following information regarding the hire of Tomerong School of Arts Hall.

Our heritage-listed building is owned and operated by the Tomerong Village Community.

It has a proud history of being the cultural hub and focal point of activities for local residents, having hosted many concerts, dance nights, parties, family celebrations, and weddings.

We hope that you enjoy your event at Tomerong Hall.

Hall hire fees

Regular Hirers

Cost of hire \$15.00 per hour. The hours you book are to include the time required to set up and clean up after your event.

Casual Hirers

Cost of hire \$15.00 per hour. The hours you book are to include the time required to set up and clean up after your event.

Wedding Packages \$300 from 4pm Day 1, to 12noon Day 3. Additional hours will be charged at \$15.00 per hour if required.

Cancellation fee for all events 50% of hire fee if cancelled up to 2 weeks prior to the event.
75% of hire fee for short notice, if cancelled less than 14 days prior to the event.

*Bond required for all regular, casual hirers & wedding packages is \$200.00

PLEASE NOTE: We will refund the bond to you if the Hall is left in a clean and tidy condition, as per the post event checklist.



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Hire conditions

Please note that the booking will only be confirmed once the Hall Booking Officer receives the signed agreement and bond.

- Hire fees must be paid in full three weeks before the event.
- Parking spaces are available both in the adjacent car park and nearby on-street.
- Please ensure that vehicles are not parked across residents' driveways.
- This is a NON-SMOKING venue. Smoking is only permitted outside the building and cigarette butts must be placed in the fire bucket located on the southern veranda.
- No lit candles within the hall.
- The Tomerong Hall Management Committee does not encourage the use of outdoor fires on the grounds of Tomerong Hall at any event. *If you are considering an outdoor fire, restrictions apply. Please get in touch with the Booking Officer to discuss.*
- No Blu-tac or sticky tape to be used on walls, as this will damage the paintwork.
- The Mural along the wall of the stage is not to be moved under any circumstances
- The Hall is left clean and tidy at the conclusion of your event, as per the post-event check list.

If the hall is used on behalf of an incorporated body or commercial enterprises, the hirer must provide Tomerong School of Arts with a Public Liability Insurance Certificate of Currency.

Legally, only persons over the age of 18 years can enter the hall agreement with TSoA. Youth-centric events must provide evidence of what is deemed by TSoA committee as suitable supervision by responsible adults.



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Shoalhaven City Council noise management requirements:

- As the Hall is situated in a residential area, all hirers need to ensure that noise before, during and after an event does not adversely impact the neighbourhood.
- All music must cease by 11.00pm on Friday or Saturday night or any night preceding a public holiday, and the car park vacated by midnight.
- Doors on the northern (ramp) side and front of the hall need to be closed by 10 pm.
- On any other day, all music must cease by 9.30pm and the car park vacated by 10.00pm. It is also a requirement that the doors on the northern side and front of the Hall be closed by 8.00pm on these days.

What's Next? How Do You Make a Booking for Your Event?

Inform the Booking Officer at tomeronghall@gmail.com that you would like to make a booking.

The Booking Officer will then forward to you the following forms and information sheets:

1. Hiring Tomerong Hall (this document)
2. Hire Agreement Tomerong Hall
3. Check List for Hall Users

Please read these forms, sign the Hire Agreement Tomerong Hall, forward this signed form to the Booking Officer and pay the bond of \$200.

The signing and forwarding of the Hire Agreement indicates that you, as the Hirer, agree to all of the conditions of hire outlined in the documents 1 to 3 as listed above.