



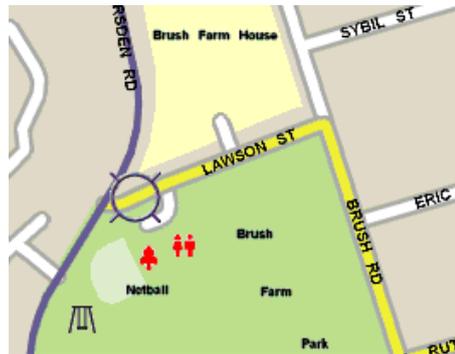
# 1st Brush Park Scout Group

PO Box 573  
Eastwood NSW 2122

## Hall Description and Amenities (Version October 2017)

**Location** – 4 Lawson St Eastwood

The hall is situated in sporting area next to the netball courts on the corner of Lawson St and Marsden Rd. There is ample parking in the car park off Lawson St.



## Hall Description

The scout hall was rebuilt in 1995 under the current building codes. The internal dimensions are 9.5 metres by 18 metres. There is adequate off street parking in front of the hall.

## Amenities

- Wheel chair access
- Toilets (male, female & disabled)
- Kitchen (stove, microwave, refrigerator, pie oven, boiling water unit)
- Tables and chairs for more than 100 people
- CCTV security is installed and will be used if there is an incident that requires Police involvement and/or legal disputes.

## Conditions for Casual Hire of Brush Park Scout Hall

- Signing your Hire Form also acknowledges that the Hirer has agreed to these conditions
- Register your party on [www.mynite.com.au](http://www.mynite.com.au) (Police website) one month prior to your event or visit Eastwood Police Station to inform them that you are holding your function at our hall. Enter the registration number on our hire form or inform us prior to the event.
- Birthday parties for 16 and 18 year olds require the presence of a security guard for the evening (receipt required)
- As smoking is not permitted in the hall please ensure your smoking guests do so away from the entrance to the hall and provide them with a receptacle to collect the butts.
- Please ensure your guests dispose of chewing gum appropriately as it is difficult to remove off the floor.

- Remove all decorations after your function. As with all function venues confetti and similar material is banned as they cannot be picked up by sweeping or our floor cleaner.
- Replace tables and chairs in the store room
- Any equipment (e.g. music, disco, drink dispensers) hired for your event will be removed at the end of the event
- Leave the kitchen and hall in a clean condition as a church has a permanent booking on Sunday mornings. Please sweep up any party debris in the hall to assist our cleaners who clean early on Sunday morning. A minimum of \$100 will deducted from the security bond if the condition of the hall requires extra cleaning.
- Remove all rubbish and recyclable material from the premises (please don't use the Council bins in the surrounding park)
- Ensure the internal lights are turned off before leaving the hall
- Return the hall key to the Group Leader at the address below the following day unless other arrangements have been made. Leave in the mailbox if no-one is home.
- You will be contacted to arrange refund of your security deposit

**Bookings** should be made as early as possible to ensure to get your selected date.

P2 Hire of Premises form is required to be completed with details of the event, address, and mobile phone of the hirer. The form should be signed by the parents/guardian if the hirer is under 18 years.

### **Hall Hire**

For Saturday evening functions the fee is \$450 plus a refundable \$250 security bond. Hirer is given access to the hall from 1 pm or earlier. Payment of the security deposit (\$250) is required to confirm the booking and the hall hire one week before your event. **Tentative bookings will only be held for 7 days, after which the date will be made available to other hirers.** Smaller functions (up to 50 guests) such as luncheons and young children parties are a minimum of \$200 for first 4 hours plus \$25 per extra hour plus a \$100 security bond.

**Return of Forms** – can be mailed to PO Box 573 Eastwood 2122 or delivered to 92 Chatham Rd Denistone by arrangement or scanned copies can be emailed to [clarrieng@optusnet.com.au](mailto:clarrieng@optusnet.com.au)

### **Payment Methods**

- Payment by bank transfer (with hirer name in the reference box) is preferred  
1<sup>st</sup> Brush Park Scout Group  
Westpac Bank  
BSB: 032 080  
Account No: 81 2987
- Payment of the security deposit and hall hire by cheque can be sent with the hire form.
- Cash payment is best made in person.

Clarrie Ng  
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