



VIETNAMESE COMMUNITY IN AUSTRALIA / SA CHAPTER INC

CỘNG ĐỒNG NGƯỜI VIỆT TỰ DO ÚC CHÂU TIỂU BANG NAM ÚC

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HALL HIRE AGREEMENT

1. ORGANISATION
2. ABN
3. NAME OF PERSON HIRING THE HALL <i>(please provide copy of Driver's Licence)</i>
4. ADDRESS
5. CONTACT PERSON
6. PHONE
7. EMAIL
8. FUNCTION TYPE <i>(e.g. Fundraising event)</i>
9. ALCOHOL SERVE IN THE FUNCTION <input type="checkbox"/> YES <i>(please provide copy of permit)</i> <input type="checkbox"/> NO
10. PUBLIC LIABILITY <input type="checkbox"/> YES <i>(please provide copy of certificate)</i> <input type="checkbox"/> NO
11. DATE & TIME REQUIRED
12. NUMBER OF ATTENDEES <i>(so enough chairs can be supplied)</i>
13. CONDITIONS OF USE <ol style="list-style-type: none">The hall and kitchen are restricted non-smoking areas.The kitchen is also restricted to authorised personnel only who are required to wear non-slip shoes. Due to the slippery floor in the kitchen, no access is allowed if non-slip shoes are not worn.If you intend selling alcohol, either directly or indirectly (including via an event cover charge or ticket) a liquor licence must be obtained.When finished with the premise, please ensure you return the hall as you have found them, including:<ul style="list-style-type: none">- Tables are left in their original locations;- Chairs are stacked up against the wall;- Lights, air-conditioners and other appliances are turned off.Please consider local residents and ensure noise is within reasonable level.The organisation who uses the hall must have public liability insurance (please provide a copy to the Facility Manager)The hirer cannot access the premise earlier than 10:00 am on the day of the function to set up the hall. This allows time for inspection of the hall to occur and any emergency cleaning from the previous night.The function must conclude before 10:00 pm on weeknights and 11:00 pm on weekend. Therefore, the hall must be cleaned and vacated by no later than 11:00 pm on weeknights or 12:00 am on weekend. An additional fee will be charged at \$50 for the first half an hour late and thereafter \$30 per 15 minutes late.The hirer will be required to pay for any property or equipment that is damaged, lost or stolen as a result of your hire, and agrees to indemnify the Vietnamese Community in Australia / SA Chapter Inc. against all proper costs, charges and expenses in respect thereof.

14. CANCELLATION

Full deposit will be refunded if cancellation is given 4 weeks before the reserved date.
\$50 will be deducted from the deposit if cancellation is given within 3 weeks before the reserved date.
\$100 will be deducted from the deposit if cancellation is given within 2 weeks before the reserved date.
\$150 will be deducted from the deposit if cancellation is given within 1 week before the reserved date.
No deposit will be refunded if cancellation is given less than a week before the reserved date.

15. FEES FOR EQUIPMENT AND FACILITIES REQUIRED

- Weekdays – Monday - Thursday:** Day (9:00am - 5:00pm) or Evening (5:00pm - 10:00pm): **\$770**
 Hourly rate: **\$77/hour (3 hours or less)**
- Weekends – Friday, Saturday, Sunday, and Public Holidays (3:00pm - 11:00pm): \$990**

EQUIPMENT:

- Kitchen only (no cool room): **\$220 (available from 3:00pm)**
- Kitchen for food preparation only: **Free (available from 3:00pm)**
- Portable projector and Public Address (PA) system: **\$165** under 4 hours; **\$220** over 4 hours
- Karaoke function: **\$440**
- Stage Light: **\$220**
- Light & Sound for Live band: **\$550 (please fill out the Sound Technical Form)**
- Package Deal (Hall + Light & Sound + Kitchen): **\$1,650 (please fill out the Sound Technical Form)**
- Remove tables and chairs: **\$100** no GST
- Cleaning Hall: Minimum **\$100** no GST (\$30 / hour extra after the first 3 hours)

Please note:

- *Except where indicated, all prices are GST included*
- *Sound technician will charge \$50 per hour before 4:00pm*

a. Deposit: **\$300** to be paid when submitting this agreement to secure the booking.

b. Bond: **\$1,000** (less **\$300** deposit) and full payment, where applicable, needs to be paid 4 weeks prior to the reserved date
Note: The bond is refundable in full when the hall is returned in its original (checked in) condition. Any damage to the hall will be repaired and the associated cost will be deducted from the bond.

c. Discount:

d. Total Cost:

16. PAYMENT ACCOUNT

All payments can be transferred/deposited to the account below:

Account name: Vietnamese Community in Australia – SA Chapter (Community Project)

BSB: 105-146

Account No: 021761740

SIGNATURE TO AGREEMENT BY AUTHORISED PERSON

I acknowledge that I have read the attached "Conditions of Hire" and will undertake to comply with all aspects of these conditions.

Name: _____

Signature: _____

Date: _____

Account details for bond's refund

Bank Name: _____

Account Name: _____

BSB: _____ Account Number: _____