

APPLICATION FOR HALL HIRE
HUNGARIAN COMMUNITY CENTRE
 760 Boronia Road Wantirna 3152 Tel. 9801 6408



Full name and address of person making **this** application (please print)

Name of applicant _____

Name of Organisation _____

Address _____

Tel: _____ Mobile: _____

Email: _____

Tick the requested hall/area

- Main Hall seats 600 (includes stage, table & chairs)
- Social Club Hall seats 100 (includes small kitchen, bar with fridge, table & chairs)
- Youth Hall seats 350 (includes stage with standard lighting, table & chairs, kitchen with dishwasher, cool room & bar)
- Youth Hall Ground Floor
- Picnic Area

Tick additional facilities required

- Additional set up time
- Kitchen number 1 in Social Club (includes use of dishwasher)

Function details

Date	Day	Intended Use of hired facility	State time of commencement	State time of completion

Please circle which applies to your function:

- Is this a BYO function only **Yes/No**
- Do you intend to sell alcohol at this function **Yes/No**
- If you do intend to sell alcohol, do you understand that it is your responsibility to apply for a limited liquor license for that function as per our attached terms & conditions **Yes/No**
- Are you intending to hold an underage only function **Yes/No**

Initials _____

Please nominate a person who will be your contact responsible on the night of the above function.

Name (Print) _____

Mobile No _____

Their position in relation to this function _____

Anticipated number of people attending _____

The Bond/Deposit money will only be refunded when the terms and conditions of the contract have been fulfilled. The Bond/Deposit will only be refunded if the Hall is left in the same condition as at time of hire. If cleaners have to be hired to bring the hall to this condition, the cleaning fees will be deducted from the Bond/Deposit amount.

I hereby acknowledge that I have read and understood the attached terms & conditions of hire and undertake to comply with these conditions. I also acknowledge that the intended use of the hire is as stated on this application.

Signature of Hirer _____

Date _____

(Name Printed) _____

Date _____

Signature of relevant Director.....

Bond/Deposit \$

Agreed fee for use of Hall \$.....

Receipt Number.....

Date Deposit Paid.....

Payment in Full \$.....

Receipt Number.....

Date Payment made in full

HUNGARIAN COMMUNITY CENTRE

- Hungaria Cooperative Society
- Hungarian Youth and Cultural Centre Cooperative Society Limited Registered under the Cooperatives Act 1987 ABN 3195321802
- Regnum Cooperative Society
- Social Club Cooperative Society

Initials _____



**HUNGARIAN COMMUNITY CENTRE
TERMS & CONDITIONS OF HIRE**

1. The Hungarian Community Centre is a strictly non smoking area.
No smoking is permitted within the premises, if the smoke alarm goes off and the Fire Authorities are required to attend the premises, the hirer is personally liable to a \$2,000.00 fine together with all costs incurred and charged by the relevant fire authority.
2. The Bond/Deposit is to be paid on signing this agreement. .
The Security Bond will be held as security against damage and cleanliness to the building, furniture and accessories in the premises and as a guarantee for the fulfillment of all Terms & Conditions herein contained. In the event the premises are left in an unclean condition or damage is caused by the Hirer, the Hungarian Community Centre retains the right to withhold part or all of the security deposit towards any costs and if required the hirer will be charged for any amount in excess of the security deposit. In addition the security bond may also be forfeited to the Hungarian Community Centre should the hirer not comply with all the other conditions hereof but without prejudice to any right of action by the Hungarian Community Centre against the hirer for any breach hereof. The security deposit is held in trust by the Hungarian Community Centre and will be refunded at the expiration of fourteen (14) days from the date of the function where approval has been granted by the officer in charge of the Hungarian Community Centre and provided there has been compliance with the Terms of this agreement. **Joint inspection may be arranged**
3. If a booking is cancelled less than ninety (90) days prior to the event or function the full security deposit will be forfeited to the Hungarian Community Centre. In addition to the forgoing, the Hungarian Community Centre may cancel any hiring already agreed upon and direct the return of the deposit and rent paid and the hirer hereby agrees in that case to accept the same and to be held to have consented to such cancellation and to abandon any claim (at law and at equity) for any loss or damage in consequence thereof. Any cancellation or changes to bookings must be in writing and must be approved in writing by the Hungarian Community Centre prior to being effective. In addition to the foregoing a \$100.00 cancellation fee will apply to all cancellations. The Hungarian Community Centre may at its discretion refuse to accept an application for the hire of the premises.
4. The full hire fee must be paid no later than 7 days prior to the function.
Such payment may be made by EFT, Bank Cheque or Cash provided that the Hungarian Community Centre reserves the right to cancel the booking forthwith should the payment not be made within the seven (7) day period prior to the function.
5. The hire fee does not include cleaning of the hall. This is the responsibility of the applicant and must be completed on later than 9am of the morning after the function.
The floors, walls or any other part of the building should not be damaged by nails, screws, adhesive fasteners or other attachments. The premises should be left in a clean and orderly state by the hirer in accordance with the following cleaning requirements:
 - Sweeping of all hard floors and mopping when necessary
 - An arrangement for steam cleaning or dry cleaning of carpets should spillage occur
 - Cleaning of all kitchen appliances and equipment
 - All rubbish including bottles generated by the hirer, internal and external, to be removed from the site.
 - It is the hirer's responsibility to ensure that the caterers and cleaners hired abide by the above conditions. In the event that the premises are damaged or left in untidy or unclean condition, then the repair, cleaning or removal of rubbish fee will be deducted from the security deposit and the hirer billed for any additional cleaning fees or costs of repairs required.
5. At the end of a function, **chairs** must be stacked in groups of **not more than 5** and left adjacent to the walls.

Initials _____

6. Wheelie bins must not be dragged up and down the main stairways at the entries. They should be removed via the rear emergency exits and left in a designated area which does not block the emergency exit.
7. The use of any portable, freestanding signs on or above any roadway, foot path or public place without prior approval from the Hungarian Community Centre is prohibited. Any approved signage is not to cause damage to the inside and/or outside of the building by nails, screws, adhesive fasteners or other attachments. Any repairs or cleaning to the building will be deducted from the security deposit and the hirer billed for any additional cleaning fees or repairs required.
7. The hirer will be responsible for the good order of the hired hall and surrounding areas and for the orderly conduct of guests or patrons. Repairs to damage and /or replacement of missing equipment will be charged to the hirer.
8. The hirer shall be entitled to access to only that part of the Centre which is covered by the application. The Board of Directors reserves the right to let any other part of the Hungarian Community Centre for any other purpose at the same time. The maintenance co-coordinator, hall keeper, health surveyor and any other person whom the Hungarian Community Centre appoint must not be refused free access to any or every part of the hired premises.
9. Patrons are reminded to lock cars and to ensure that goods are not left visibly within cars in the car park. Patron park at their own risk entirely and agree to make no claim against the Hungarian Community Centre in relation to any loss, theft or damage to their vehicle or it's contents however so caused.
10. Indemnity
The Hungarian Community Centre shall not be liable for any injury of whatever kind suffered at any function nor for any loss or damage sustained by the hirer or any person, firm or corporation entrusting to or supplying any article or thing to the hirer by reason of such article or thing being lost, damaged or stolen. The hirer hereby indemnifies the Hungarian Community Centre against any claim by any such person, firm or corporation in respect of any such claim.”
- Hall Usage
Under no circumstances is the hirer to access the facility premises for purposes other than the approved use.
11. Alcohol is not permitted to be sold within the Hungarian Community Centre without the prior consent of the Hungarian Community Centre and compliance **by the hirer** with the requirements of the Liquor License Commission Regulations. Any alcohol permitted on the premises must be consumed within the confines of the building.
12. **The Hungarian Community Centre is a licensed venue from 11 am until 11.00pm only. Closing time 11.30**
13. The Hungarian Community Centre practices responsible serving of alcohol at all times, and abides by the Liquor Licensing Commission's Regulations, therefore it is expected that the Hirer abide by these requirements. The Hirer will be held responsible for non compliance.
14. Under age children may only attend whilst under parental/adult supervision.
15. Hall hired out solely for underage events:
 - Must apply for “special permission” to the Department of Justice or online www.justice.vic.gov.au
 - No alcohol to be consumed, served/sold during this period.
 - Responsible Adult Supervision is required at all times.
16. The Hall is available for BYO Functions
17. If the Hall is hired for a function intending to selling alcohol then the Hirer is required to:
 - Apply for a limited liquor license
 - An application is to be made, 45 days prior to the event to the Department of Justice or online www.justice.vic.gov.au.
 - The Hirer must provide a copy of the “limited liquor license” at least 7 days prior to function.
18. Appropriate security is required to be provided by the hirer.
19. The hirer must ensure that all emergency exits and access to the building are clear at all times.

Initials _____

20. The hirer must make every endeavor to ensure that guests park vehicles in the designated car parking areas which are available within the Hungarian Community Centre.
All Parking or vehicles must be within accordance with the displayed parking sign.
21. The permissible noise level shall comply with the relevant requirements of the Environment Protection Policy. The hirer is to ensure that their use does not cause any disturbance to the peace and quiet of the neighborhood and shall request guests to leave the premises in a quiet and orderly manner.
22. The provisions of the licensing acts, the Gambling Laws and all other Acts and Regulations of the state of Victoria must be strictly observed by the hirer and by all persons using the premises and the hirer shall be responsible to see that this condition is observed and will be held liable.
Should an authorized officer of the Hungarian Community Centre be of the opinion that these conditions or any of them are not being observed during the period of any hiring and such breach is continued or persisted whether continuously or not after an authorized officer of the Hungarian Community Centre shall have given verbal notice thereof to **the hirer** or to that person or persons concerned with that commission continuance or persistence of such breach of conditions, then such officer of the Hungarian Community Centre shall be entitled to order and if necessary enforce the clearing and closing of the hired premises. All monies paid to the Hungarian Community Centre by the hirer either as hire or as a guarantee hereunder shall be forfeited and retained by the Hungarian Community Centre and no claim by reason of the said clearing and closing of the hire premises shall be made.
23. Additional Equipment
If the hirer wishes to use their own sound, lighting or other electrical devices, and mechanical equipment this must be of a standard acceptable to the Hungarian Community Centre. Accordingly the Hungarian Community Centre or its authorized officer reserves the right to refuse the use of such equipment.
24. The hirer is responsible for the observance of the Food Safety Act.
25. The hirer shall be responsible for their own Public Liability Insurance.
26. Strikes/Power Failure
The Hungarian Community Centre shall not be liable to the hirer or its agent or servant for any loss if income of benefit or any liabilities which may be incurred or for any damage or loss or injury caused to the hirer or its agents or servants or to goods or equipment owned, operated or hired by the hirer, its agents and servants resulting from:
 - A Strike by employees or contractors engaged by either the Hungarian Community Centre or the hirer or any other persons or group of persons.
 - Any interruption or cessation of the supply of water, electricity or any type of power or energy to the hired premises or failure of any equipment owned or operated or hired by the Hungarian Community Centre for the supply of water, electricity or any other power or energy source.

These Terms & Conditions will be interpreted and construed and the rights of the parties will be determined in accordance with the laws of the State of Victoria. The hirer undertakes that they have read the conditions of hire and undertake on the application being granted to comply in all respects with the conditions and warrants to the Hungarian Community Centre that he/she has the required authority to do so. In addition the signatory signs this indemnity to hold harmless the Hungarian Community Centre, its servants and agents from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the hire/use of the Hungarian Community Centre facilities.

Hirer Signature: _____ Date: _____

Signed for and on behalf of Organisation/Group _____

Initials _____