



## Conditions of Hall Hire

*On acceptance of the application by the Finnish Society of Melbourne, the Applicant hereby undertakes to abide by the following conditions:*

### 1. RENTAL, SECURITY BOND AND OTHER CHARGES

The Applicant agrees to pay the rental fee of \$\_\_\_\_\_ for the hire of the hall. A security bond of \$500 is to be paid by the Applicant at the time of booking. Access to the hall is granted only when the rental fee has been paid in full and a copy of the liquor licence provided (if applicable) at least seven (7) days prior to the date of the function.

#### Other Charges

General Cleaning Charge (if required): \$\_\_\_\_\_

Penalty of \$200 per half an hour will apply if the premises are not vacated by 1am on the morning following the function. Any penalties are deducted from the security bond.

The security bond will be returned if the hall has been cleaned to its prior condition, unless other deductions apply due to damage, theft or extra charges associated with failure to vacate the premises by the required time. A refund cheque will be sent within 10 days.

All charges are GST exempt.

### 2. BOOKING CANCELLATION

The rental bond will be refunded in full on cancellation of the booking when the Finnish Society of Melbourne is notified at least six weeks prior to the intended date of hire. Cancellation less than six weeks prior to the booked event will see all monies forfeited.

### 3. DURATION OF HIRE

Evening hire commences at 4pm and ends at 1am the following morning. Any exceptions to these times must be mutually agreed upon by the parties to this contract prior to the function commencing.

### 4. DAMAGE OR LOSS

The Applicant must appoint a Hall Supervisor (or Responsible Person) to ensure that no damage or loss occurs to the Hall's structure, fixtures, fittings, equipment or other contents, or to the property in general (this includes damage by children during outdoor activities). Any charges for loss or damage will be deducted from the security bond. The Applicant hereby agrees to pay for any occurring charges beyond the amount of the bond.

### 5. PUBLIC RISK

On hiring the hall, the Applicant will arrange for public risk insurance to cover the Applicant's Function. The use and security of any goods or chattels that the applicant brings to the hall are the sole responsibility of the applicant at all times. The Applicant hereby indemnifies the Finnish Society of Melbourne against any responsibility for public risk while the hall is hired by the Applicant and agrees to take responsibility for any claim/s arising as the result of the Applicant's use of the hall. No responsibility is accepted by the Finnish Society of Melbourne for unruly or dangerous behaviour by the parties of the function.

The public risk policy requirement has been noted and accepted by the Applicant.

## **6. PRIVATE FUNCTION – BYO LICENCE / LIQUOR LICENSE**

Alcohol must not be consumed without a license. The hirer must apply for an appropriate BYO License for the function from the Liquor License Commission. A copy of this license is to be submitted to the Caretaker 7 days prior to hall hire.

Please tick one of the below options:

Alcohol will be served at the function.

No alcohol will be served at the function.

Consumption of alcohol is prohibited in public areas, as detailed by the following Hobson Bay by law: In accordance with clause 86(2) of the **Hobson Bay Community Law** (the local law) the following **Alcohol Restricted Areas apply**: Altona around Pier Street, all public spaces within the area bounded by Romawi Street, the railway line, Bayview Street and Port Phillip Bay (Melway ref: 54 H10, 54 H11-J11).

## **7. CLEANING**

The following cleaning duties are the responsibility of the Applicant:

- a) Stove and kitchen must be cleaned to the same standard as they were on hiring the hall.
- b) Hall tables must be cleaned properly – rubbish must not be swept off the tables onto the floor.
- c) Bottles, cans and other recyclable material (such as cardboard and hard plastics) must be taken outside into the recycling bin provided. All rubbish must be deposited into the general waste bin indicated by the Caretaker.
- d) Toilet floors must be cleaned and indoor rubbish bins emptied.
- e) Bodily discharge (vomit etc.) must be thoroughly disposed of.
- f) Cleaning (inside and outside) must be completed and premises vacated by 1am.

## **8. NOISE**

Sound level of the amplified music is to be kept within legal limits. Music and all excessive noise must cease by 12am in accordance with the Hobson Bay City Council regulations. There are no exceptions to this rule. All doors must be kept closed at all times in order to contain the noise within the Hall.

### **Music Noise Level – Common Law Requirements**

The hirer has to be aware that the use of the premises is subject to State Environment Protection Policy (Control of music noise from Public Premises) No. N-2 which has noise level limits for outside of the Premises as detailed in the reference document. State Environment Protection Policy (Control of Music Noise from Public Premises) No. N2- No. S43, 18/7/1989, Gazette 3/8/1989, As varied 16/3/1999, No G12, Gazette 25/3/1999. The police have the power to have noise reduced or stopped between midnight and 8am.

## **9. SMOKING**

No smoking is permitted inside the premises at any time. Smokers must use the designated smoking area under the back yard pergola. All cigarette butts are to be placed in the ashtrays provided. Non-compliance will result in a cleaning fee deducted from the security bond at the discretion of the Caretaker.

I, \_\_\_\_\_ have read all of the above Conditions of Hire (points 1 – 9) and understand and agree to abide by these Conditions.

Applicant's signature:

\_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_