



Conditions of Hall Hire

The Finnish Society of Melbourne Inc.

ABN 75 532 243 035

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 set out on the signed application form. Rental strictly begins and ends at the times specified on the application form. It is your responsibility to make sure the times you have elected allow for setting up and cleaning at the end.

Penalty of \$200 per half an hour on weekends, and \$100 on weekdays, will apply if the premises are not vacated by the arranged time of the function.

A security bond of \$500 for daytime hire and \$1000 for weekend and Friday evening hire is to be paid by the Applicant at the time of booking. The return of the security bond is at the discretion of the Club and will be returned by cheque within 10 days unless forfeited or deductions apply as set out by these terms. The Applicant hereby agrees to pay any deductions that exceed the amount of the security bond.

Access to the hall is granted only when the rental fee has been paid in full and a copy of the liquor licence and/or public liability insurance (if applicable) is provided in at least seven (7) days prior to the date of the function.

All charges are GST exempt and are payable in cash to our caretaker or to the following bank account:

THE FINNISH SOCIETY OF MELBOURNE
National Australia Bank
BSB: 083 004
Account No: 172899390

Please use your name as reference, i.e. A Smith, in order to make your payment identifiable by our accounts.

2. BOOKING CANCELLATION

All monies 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 the bond forfeited.

3. PUBLIC RISK

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.

In the case that the function will engage members of the public (i.e. not a private function) the Applicant will arrange for public risk insurance to cover the Applicant's Function.

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4. ALCOHOL – LIQUOR LICENCE

Alcohol must not be consumed without a licence. The hirer must apply for an appropriate licence for the function from the Liquor License Commission. A copy of this licence is to be submitted to the Caretaker at least seven (7) days prior to hall hire. A cut away sheet at the end of this document will give our consent for you to use when applying for a liquor license.

Please Note: Consumption of alcohol is prohibited in public areas, including the Finnish Halls front yard, 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).

5. NOISE

Sound level of amplified music is to be kept within legal limits. **Music and all excessive noise must cease by 11pm, or 10pm on weekdays,** 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.

6. SMOKING

No smoking is permitted inside nor at the front of the premises at any time. Smokers must use the designated smoking area under the backyard pergola. All cigarette butts are to be placed in the ashtrays provided. Non-compliance will result in a penalty fee being deducted from the security bond at the discretion of the Caretaker.

7. KITCHEN

The kitchen entrance should only be used by kitchen staff and organisers; all others must use the front entrance. No children are allowed in the kitchen.

8. 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 and chairs must be cleaned properly and returned to original positions – rubbish must not be swept off the tables onto the floor.
- c) Indoor rubbish bins must be emptied.
- d) Bottles, cans and other recyclable material (such as cardboard and hard plastics) must be taken outside into the recycling bin provided. All other rubbish must be deposited into the general waste bin indicated by the Caretaker. It is the Applicant's responsibility to ensure the proper bins are used and, if rubbish exceeds the two allocated bins, the excess is to be taken with the Applicant.
- e) The floors must be cleaned and vacuumed to the state they were in upon hiring the hall.
- f) Toilet floors must be cleaned, and bins emptied.
- g) Bodily discharge (vomit etc.) must be thoroughly cleaned and disposed of.
- h) Cleaning (inside and outside) must be completed, and premises vacated by the arranged time.

If these cleaning duties are not completed in full a cleaning fee of \$250 will be deducted from your security bond.

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9. DAMAGE OR LOSS

The Applicant will hereby act as the person responsible to ensure that no damage or loss occurs to the Hall's items I.E. structure, fixtures, fittings, equipment, or other contents, or to the property in general (this includes damage by children during outdoor activities). In the event that damage, or loss occurs, the cost of replacing or fixing the damaged items will be deducted from the security bond. Any damage is to be reported to the Caretaker.

10. CARETAKER

The Caretaker will be available if you have questions and issues that arise for the duration of the rental.

The caretaker has the right to enter the hall to ensure these terms are followed. If the caretaker is threatened, verbally or physically, you will be asked to leave and the authorities called.

BREACHES OF THE TERMS AND CONDITIONS

Any breaches of these terms will have the security bond forfeited and you will be asked to leave the premises. Failure to leave the premises will have the authorities called and charges pressed.

11. SIGNATURE

I have read the Conditions of Hall Hire and understand and agree to abide by these Conditions.

Signature

Date

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Letter of Consent



This is to confirm that _____ (Print Full Name) is hiring the Finnish Hall at 119 Pier St, Altona for a private function on _____ (date) and has our consent to occupy and bring alcohol to the premises during that time, under the condition that they have the appropriate liquor licence.

Signed: _____

Gillian Martin
Finnish society of Melbourne Inc.
ABN: 75 532 243 035