



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 Hirer hereby undertakes to abide by the following conditions:

1. RENTAL, SECURITY BOND AND OTHER CHARGES

The Hirer 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 the hirer's responsibility to ensure the elected times 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 Hirer 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 Hirer 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 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 the Hire Code provided as reference to ensure the payment is 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 Hirer brings to the hall are the sole responsibility of the Hirer at all times. The Hirer hereby indemnifies the Finnish Society of Melbourne against any responsibility for public risk while the hall is hired by the Hirer and agrees to take responsibility for any claim/s arising as the result of the Hirer'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 Hirer will arrange for public risk insurance to cover the Hirer's Function.

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4. ALCOHOL – LIQUOR LICENCE

Alcohol must not be consumed without a licence. The consumption of alcohol during the hire without a licence will result in the immediate termination of the hire and forfeit of the security bond. To allow the consumption of alcohol during the hire, the hirer must obtain an appropriate licence. Upon the hirer request to the caretaker, a Letter of Consent will be provided to give our consent to apply for the liquor licence. A copy of the obtained licence is to be submitted to the Caretaker at least seven (7) days prior to hall hire.

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 Friday & Saturday, or 10pm on Sunday – Thursday,** 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 Hirer and are to be completed within the hire time:

- a) All rubbish and recycling must be removed from the premise
- b) Stove and kitchen must be cleaned to the same standard as they were on hiring the hall
- c) Hall tables and chairs must be cleaned properly and returned to original positions
- d) Indoor rubbish bins must be emptied
- 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) Any spills must be thoroughly removed and cleaned

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

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9. DAMAGE OR LOSS

The Hirer 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 for questions and/or issues that may 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, the Hirer will be asked to leave, and the authorities called.

11. BREACHES OF THE TERMS AND CONDITIONS

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

SIGNATURE

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

Signature

Date