

Macedonian Community of WA (Inc)

**51 Albert St, North Perth (corner Macedonia Place)
PO Box 12, North Perth WA 6906**

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HALL HIRE (Short Term¹) RATES LIST

(All prices are GST inclusive and are valid from January 2019)

The rates listed below are the 'Non-Peak' period Hall Hire (Short Term) Rates List and are subject to increase during 'Peak' periods. The Centre Manager will advise any deviations to the below listed rates at time of your enquiry.

GROUND FLOOR: Licensed (NO BYO)

MAIN HALL

\$1100.00 (includes use of kitchen)

\$1000.00 (Community Member Rate)

LESSER HALL (Bar)

\$660.00 (use of kitchen subject to confirmation at time of booking)

\$560.00 (Community Member Rate)

LESSER HALL (South)

\$550.00 (use of kitchen subject to confirmation at time of booking)

\$450.00 (Community Member Rate)

UPPER FLOOR: Not Licensed

MAIN HALL

\$1210.00 (includes use of kitchen)

\$1110.00 (Community Member Rate)

LESSER HALL

\$770.00 (use of kitchen subject to confirmation at time of booking)

\$670.00 (Community Member Rate)

BOND (Deposit)

\$1000.00 (based on a single day Event)

¹ Long term hall hire rates and conditions shall be by negotiation and subject to approval by the Lessor.

Hire Rate Deductions

- If hiring occurs mid-week (Monday to Thursday) deduct \$150.00 from Hire Rate (excludes Ground Floor Lesser Hall – South)
- If hiring a Main Hall without use of kitchen deduct \$100.00 from Hire Rate

HALL HIRE GENERAL TERMS & CONDITIONS

1 Definitions

Bond– means the amount of money paid by Hirer as security in respect of hall hire and subject to conditions stated herein

Centre – means the building and facilities belonging to the Lessor and situated at 51 Albert St North Perth

Community Member Rate – means the discounted Hire Rate offered only to financial FULL members of the Macedonian Community of WA at time of booking the Event.

Event – means the function to be held or purpose for which hall hire is required

Hire Rate – means the rate applicable for a one day hire

Hirer - means the person, organisation or representative of an organisation requiring hall hire

Lessor – means the Macedonian Community of WA (Inc)

2 The Hirer will be liable for any damage as a result of the Event and will be charged for repairs, labour or replacement as deemed necessary by the Centre Manager.

3 The Lessor will not accept any responsibility for the damage to, or loss of, any property left in the Centre prior, during or after an Event.

4 Bond

- The Bond (Deposit) of \$1000.00, in cash or EFT deposit only, is required to be paid within 60 days of the date of the Event.
- The Bond is held against the following;
 - Damage to building and equipment
 - Loss of keys
 - Extraordinary cleaning required resulting from the Event
 - Cost of avoidable 'call-outs', including but not limited to, police, fire brigade and elevator technician (where attributable to elevator misuse or vandalism)
 - breach of any of the conditions of hire stated herein

- The Hirer will be liable for costs for damage etc. in excess of the Bond.
- The Bond amount of \$1000.00 may be varied at the discretion of the Centre Manager depending on the type of Event, number of halls hired and/or duration of hire.
- The Bond will be refunded within 21 days after the Event subject to return of the hall access keys and inspection by the Centre Manager, except where the Event is intended to (or has) use amplified music in which case the Bond will be refunded after 42 days. If there is any reason why the full amount of the Bond will not be refunded, the Hirer will be notified in writing citing the reasons.

5 **Full payment of hall hire is required no less than 14 days prior to the Event.**

6 Smoking is **not permitted** inside the Centre.

7 The Centre **MUST** be left in a clean and tidy condition;

- All table tops are to be wiped clean
- The kitchen floor must be swept and mopped at the end of the Event
- All rubbish must be placed in the bins provided

Additional cleaning, if required, will be charged to the Hirer at \$50.00 per hour (or part thereof) as determined by the Centre Manager.

8 All tables and chairs that are rearranged **MUST** be put back in their original location. Failure to do so will incur a charge.

Tables and chairs, stacked or otherwise, **MUST** not be dragged across the carpet or parquet flooring as this action causes damage to the floor treatments. Any damage will incur a repair charge.

9 **Cancellation of a Booking**

If the Hirer cancels a booking, the following cancellation fees will apply;

- less than 30 days before the hire date - \$500.00
- less than 14 days before the hire date - \$1000.00

10 Privately catered functions require Caterers to provide a Certificate of Currency for Public Liability. This can be emailed to the Lessor at admin@macedoniawa.com.au no later than 7 days prior to the Event.

11 **UPPER FLOOR HALLS ONLY.**

- For an Event where alcohol is intended to be sold by the Hirer, an Occasional Permit **MUST** be obtained from the Department of Gaming, Racing and Liquor.
- All persons engaged to run the bar at such an Event **MUST** be in possession of a 'Responsible Service of Alcohol Certificate'.

- Copies of the relevant permit and certificates **MUST** be forwarded to the Centre Manager at least 14 days prior to the Event.
- Failure to meet this condition will result in cancellation of the Event and a cancellation fee of \$1000.00 will apply.

GROUND FLOOR HALLS.

- The halls situated on the ground floor are fully licensed (NO BYO). All beverages must be purchased from the licensed bar.

Applying to all Events – under no circumstances is alcohol to be consumed outside of the hall(s) hired within the Centre.

- 12 Due to Statutory Requirements, the Event **MUST** conclude by 12:00am (midnight) sharp. This will require the Hirer to stop providing or selling alcohol and playing music by midnight. The Centre is to be promptly vacated in an orderly manner thereafter.
- 13 **Music and Noise Level**
 - If amplified music is played during the Event, the Hirer **MUST** ensure that the sound level is not clearly audible at neighbouring residences. The best way to ensure that this condition is adhered to is to listen from outside of the Centre and if the music level is audible then the sound level must be turned down.
 - If the Event is on the ground floor, all exit doors **MUST** be kept closed during the Event so as to minimise the sound level heard outside the Centre.
 - The City of Vincent is vigilant on the matter of unreasonable levels of noise, especially from amplified music with the potential for the Hirer to be issued with an infringement notice and/or seizure of equipment.
- 14 The use of smoke machines, bubble machines, dry ice machines, foggers or suchlike inside the Centre is **strictly prohibited**. The Fire and Emergency Services Authority (FESA) reserve the right to instigate legal action against any Hirer who uses or authorises the use of such devices.
- 15 At the conclusion of the Event, the Hirer is to ensure that all patrons take reasonable care when leaving the Centre to ensure there is minimum disruption to occupants of nearby properties.
- 16 Prior to vacating the Centre at conclusion of the Event, the Hirer **MUST** ensure that;
 - All air conditioning units, kitchen appliances and lighting are turned off.
 - All exit doors are secured and locked.

Any breaches of this condition will result in a charge being deducted from the Bond.

- 17 **Wedding Events (applicable to Community Members only)**
 - Community Members who choose not to conduct the wedding ceremony in the Church of St. Nikola (Macedonia Place) do not qualify for the Community Member Rate.
- 18 **Christening and Funeral Wake Events**
 - Where a christening or funeral wake is conducted in the Church of St. Nikola (Macedonia Place), and the in-house catering service is used, the hall will be provided at no charge to the Hirer.
 - Where a christening or funeral wake is conducted in the Church of St. Nikola (Macedonia Place), and the in-house catering service is not used, the current hall hire rates will apply.
- 19 It is recommended that a copy of this document be given to persons involved in organising the Event or in charge at the Event.
- 20 By signing this document, the Hirer acknowledges and accepts the Lessor's Hall Hire General Terms and Conditions stated above.

Refer next page for details of Hirer, Date(s) of Event, Hall(s) Hired, Total Price of Hall Hire and Signatures of the Parties.

Details Regarding Hirer:

Name of Hirer or Organisation Representative:

Name of Organisation (if applicable): _____

Contact Details:

Mobile: _____

Telephone: _____

Email: _____

Details Regarding Hall Hire for Event:

Date(s) of Event: _____

Hall(s) Hired: (please circle those required)

GROUND FLOOR:

Main Hall Lesser Hall (South) Lesser Hall (Bar)

UPPER FLOOR:

Main Hall Lesser Hall

Total Price of Hall Hire (the Event): _____

Signature of Hirer

Date

Name of Centre Manager

Signature of Centre Manager

Date