



HIRE CONTRACT
For Australia Asia House Facilities

Please note, a \$ 50.00 penalty charge will apply if keys are not collected in time !!!!

1.

Hirer's Details:

Name (BLOCK LETTERS) _____

Name of Organisation
(If applicable) _____

Name of President/ Secretary _____

Address _____

Telephone _____ W _____

Mobile contact number of event supervisor _____

2. **Facilities Required:**

Main Hall # Lesser Hall # Tables # Chairs

Kitchen (Includes Stoves, Refrigerators, Urn, and Microwave)

Use for Bingo (AA House is licensed for Bingo)

Change Room

PA System *

Reverse Cycle Air-Conditioners *

*** Extra hire charge applies (See Conditions of Hire)**

(Please cross off what is inapplicable)

3. **Date/ Time Required:**

Date _____

Time Commencing _____

Time Concluding _____

Preparation Time _____

4. **Purpose of Function' Activities:**

.....

Please, turn
over

5. **Amplified Music or Amplified Entertainment:**

YES / NO

If Yes, the applicant has to submit to the AA House written approval from the Manager Health Services at the Town of Vincent, three days prior to the proposed event.

Note – Noise levels are not to exceed 50 dB (A) on the footpath outside AAA House, or be audible there after 12 midnight.

6. **Liquor & Food (please circle food/ alcohol as it applied to your function):**

We will be consuming Alcohol / Food **YES / NO**
We will be selling Alcohol / Food **YES / NO**

NB – An occasional licence from Racing and Gaming is required to sell Alcohol
The hirer is obliged to inform AAA that they possess such a licence.

NOTE: Food may not be sold unless the applicant obtained written approval from the Town of Vincent, three days prior to the event.

7. **Hire Regulations**

The hire charges and Bond must be paid in full a minimum of two weeks prior to the date of use. If cancellation is made within 2 weeks of date of use no refund of hire charge will be made. In case of regular bookings, the hire charge must be paid one month in advance. The bond will only be refunded if on inspection, it is found that the facilities are left in a satisfactory condition. A penalty exceeding the bond may be required in the case of damage or misuse.

INDEMNIFICATION

Upon accepting the hiring, the hirer undertakes to hold the Australia-Asian Association of WA Inc. indemnified against all claims which may be made against the Association for damages of otherwise, in respect to any loss, damage or injury caused by, or in the course of, arising out of the hiring of any facility belonging to Australia-Asia House, during all periods when such facilities are on hire.

I hereby certify that I have read the “Conditions of Hire” attached and agree to abide by the rules governing the hire of the facility belonging to Australia Asia House.

Signature _____ Date _____
(President/ Secretary or Hirer)

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- If the event the hirer is an organisation this contract must be signed by the President or Secretary or a person authorised by the President or Secretary. In addition should the AAA House Administration experience non-compliance, the right to refuse future application is retained).

FOR OFFICE USE ONLY

Bond Paid \$ _____ **Date** _____ **Hire Charged Paid** _____ **Date** _____

AAA Officer _____

Bond Refunded _____ **Date** _____

Penalty (If any) : _____