

9 HALL USE

- All Halls must be vacated by 11.45 pm by order of the City of Vincent. If required, one hour is permitted for cleaning after 11.45 pm.
- The driving of tacks, nails, screws or affixing adhesive materials on the walls, woodwork, ceiling or any part of the building is strictly prohibited. Hooks and fixtures have been provided to hang up decorations which must be removed at the end of the event.
- The use of smoke machines or open fires are strictly forbidden, in any part of the building.
- No internal or external signage is permitted without explicit approval of the Management.
- The verge and entrance to the building must be cleared of empty bottles, cans and other rubbish before leaving the premises.
- All tables and chairs must be returned to their designated places.

ATTENTION HALL USERS

All chairs are to be returned at the back of the hall in stacks of 10. Failure to do so will mean an automatic deduction of \$100 from your bond.

- Toilet floors and vanity must be left clean.
- The Hirer is responsible for the actions and behaviour of their guests.
- **The Hirer must take responsibility to ensure each member of the group maintains an acceptable standard of behaviour.**

HIRE REGULATIONS

SHOULD THE CITY OF VINCENT ISSUE AN INFRINGEMENT (FINE) FOR EXCESSIVE NOISE OR BEYOND TIME LIMIT, INFRINGEMENT IS PAYABLE BY THE HIRER OF THE HALL.

The Hirer is responsible to make full restitution to AAA if the Hirer or any guest maliciously marks, damages or defaces the building in any way or displays anti-social behaviour.

PLEASE NOTE THAT AUSTRALIA ASIA HOUSE IS A SMOKE FREE AREA. **NO SMOKING IS PERMITTED IN THE BUILDING !!!**



SECURITY CAMERAS HAVE BEEN INSTALLED FOR YOUR SAFETY AS WELL AS TO ENABLE US TO IDENTIFY ANY NON COMPLIANCE ISSUES.



ANY AUTHORISED REPRESENTATIVE OF THE ASSOCIATION SHALL AT ANY TIME BE PERMITTED FREE ACCESS TO ANY PART OF THE BUILDING FOR PURPOSES OF CHECKING THAT THE HIRER IS COMPLYING WITH THE ABOVE CONDITIONS.

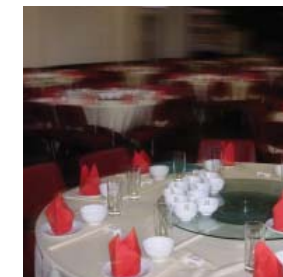


NOTE – NOISE LEVELS ARE NOT TO EXCEED 50 dB (A) ON THE FOOTPATH OUTSIDE AAA HOUSE, OR BE AUDIBLE - AFTER 10.30pm ON WEEKDAYS, 11pm ON SUNDAY AND 11.30pm. ON FRIDAY AND SATURDAY

By Order of the Executive Committee
Issued 8th June 2016

CONDITIONS OF HIRE AUSTRALIA ASIA HOUSE

275 Stirling Street, Perth 6000



The hire of the Hall is subject to compliance with all conditions and requirements as contained below and any other conditions imposed from time to time. Every effort will be made to provide the Hirer with a clean and tidy facility and we demand that the facility is left in the same condition, by complying with the conditions.

1 BOOKINGS

- All applications must be made on the official Hire Contract Form and all applicants must be over the age of 21.
- The hire period must include setting up and cleaning.
- The event must be completed by 11.45pm leaving one hour for cleaning up and the hall vacated by 12.45.00 am.
- Keys will not be provided unless the Bond and Hire fees have been paid within three weeks of the function.
- Ten working days' notice is required for cancellation of a booking, otherwise a charge will apply.
- Upon acceptance of the Hire Contract, the hirer binds itself to indemnify AAA against all claims in respect of any loss, damage, death or injury caused by, or in the course of hiring the venue.
- **Noise levels must not exceed 50 dB (A) on the footpath outside Australia Asia House, or be audible there after 11.45pm.**

2 BONDS

- Bonds will be refunded by cheque made out to the person or organisation on the original receipt after 2 weeks of the event.
- Bonds may be retained in part or the entirety to cover additional cleaning, time penalties, damage or loss or breach of noise level.
- A minimum cleaning charge of \$150.00 will be deducted from the bond if the venue is not cleaned. The Hall, kitchen, foyer and toilet floors must be swept and mopped. The bench tops, stove, oven and microwave must be wiped clean.
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3 PAYMENT

- The Hire charges must be paid within a week of the booking for the event and the hire contract form must be completed at the same time accepting terms and conditions provided there in..
- The Bond must be paid two weeks before the event
- Payment can be made by **CHEQUE, CASH** or **EFTPOS**.

4 KEYS

- For hire of facilities on Friday, Saturday, Sunday the keys must be collected before 4p.m. on Friday. **If you fail to collect the keys a charge of \$60.00 will apply as a call- out fee**
- For weekday bookings the office is open 9.00am – 4.30.00 pm and keys can be collected before 3.30 pm on the day.
- After the event and the cleaning the keys must be placed in the Letter box on the outside wall of Australia Asia House.
- **Failure to return the keys immediately after the event, will incur a payment of \$50.00.**

5 CLEANING

- The Hirer must provide all dishwashing and cleaning products and bin liners. The brooms and mops are supplied.
- The Hall floor must be swept. The floor of the kitchen, toilets and foyer must be swept and mopped with marks and stains removed.
- If Tables are used, they must be covered with table cloths. All spills must be cleaned before the tables are stored.
- All chairs must be stacked in 10's in the correct area.
- No wet garbage or leftover cooked food can be placed in AAA bins. They must be sealed in bags and taken away from the premises at the end of the function.
- Cleaning of the facilities must be done immediately after the function.

The cleaning cannot be done the next day. AAA reserves the right to retain part or the bond in its entirety if the facilities are not cleaned immediately after the function.



6 NOISE LEVELS

- The Hirer is responsible for ensuring the noise levels comply with the Environmental Protection (Noise) Regulations 1997.
- In the event of a complaint noise must cease as directed by an Authorised Officer.
- Should this directive be ignored the Bond will be forfeited.

7 CONSUMPTION and SALE of LIQUOR

- **BYO** Liquor can be consumed in the halls for up to 75 persons without a Licence.
- Provision of liquor as part of the entrance ticket or for sale on the premises is not permitted without a Liquor Licence. The Liquor Licence must be presented to administration before collecting the key.
- **One Security guard per 100 guests must be hired from a reputable Security Company and paid for by the Hirer if alcohol is being sold. The receipt for the payment must be supplied to Administration prior to collecting the key.**



8 KITCHEN USE

- All cooking and frying must be done on the stove provided.
- **No open fires can be used in any part of the building including the kitchen.**
- Electric appliances can be used in the kitchen only.
- No wet garbage (cooked or uncooked) can be put in the AAA rubbish bins. Wet garbage must be taken away. **Non-compliance penalty fee of \$100 applies.**
- Cutting and chopping must be done on the kitchen benches.
- The most expensive commercial Lino has been used for the kitchen floor for easy cleaning.

