



HUNGARIAN REFORMED CHURCH OF AUSTRALIA (VIC)

ABN-75 520 765 103

121-123 St Georges Road, North Fitzroy 3068 Vic. Australia - Phone: 03 9481 0771 - Email: hire@bocskaihall.org.au - Website: www.bocskaihall.org.au

**PLEASE READ THIS DOCUMENT, THAN FILL IN THE FORM, SIGN IT
AND SEND IT TO BOCSKAI HALL TOGETHER WITH YOUR PAYMENT.**

TERMS AND CONDITIONS OF HIRE

1. The Church board reserves the right to refuse any booking without the necessity to give reasons for such refusal to the Hirer.
2. The Church must be informed of the purpose for which any function area is to be used at the time any booking is made.
3. The Church does not warrant that the function area being hired to the Hirer is suitable for the type of function being undertaken by the Hirer.
4. Hirers shall in all respects observe and comply with the provisions of the Liquor Licensing Act and all other relevant State or Federal Legislation and Council By-laws.
5. Hirers shall conduct and manage the function/performance in a proper, orderly and lawful manner and shall not permit any act, matter or thing which may injure the reputation of the Church.
6. The Church will not accept any responsibility for damage or loss of goods left on the premises prior to, during, or after the function.
7. All goods must be removed at the conclusion of your function. Any goods left without prior arrangement will be deemed abandoned.
8. The Hirer will not affix any matter or thing to, or hang any matter or thing from, any part of the Hall or to or from any fixture or item of furniture therein without the prior consent of the Church board.
9. The Hirer is responsible for any damage to the building or property in the areas of the Hall under hire, or damaged as a result of the hiring event and undertakes to promptly compensate the Church upon request.
10. The Church reserves the right to cease an event or remove a person/s without liability if behaviour is not considered appropriate.
11. Cleaning
 1. Confetti, confetti substitutes or glitter are not permitted in any area of the Hall. A cleaning fee of \$300 will apply if these are used.
 2. Recyclable material should be removed from the premises by the Hirer, otherwise a fee of \$100 will apply.
12. The use of special effects, including smoke and dry ice machines, are prohibited in all areas

of the Hall at all times.

13. No flammable liquids or other dangerous substances shall be brought.

14. Liability for Damage to Property or Injury to Persons.

The Hirer must indemnify the Church against any liability, loss, claim or proceeding arising under any statute or at common law in respect of injury, loss or damage to property, real or personal, including cash, owned by third party including the Church, or in respect of personal injury to, or death of, any person arising out of or in connection with the function where the injury, loss or damage arises out of or in connection with the function and is caused by any negligent act or omission or wilful misconduct or breach of statute, or any breach of this Agreement by the Hirer.

15. Insurance

The Hirer is responsible for the insurance of all musical instruments and other property, scenery, decorations, equipment and the like while it is in the Hall.

The Hirer shall effect and keep effected for the period of hire a policy of insurance against risks to the Public, such policy to be for not less than five million dollars in respect of any one claim for Public Liability and produce to the Church board, certificates of currency noting the Interests of the Church as Principal.

The Hirer must immediately notify the relevant insurer and the Church board in writing of any occurrence or accident likely to give rise to a claim under the insurance policy and thereafter give all information and assistance as may be reasonably practicable in all the circumstances and give to the Church board a statutory declaration as to any matters connected with such occurrence or accident.

16. The building is a non smoking area.

17. The Hall is not sound proof. Music and noise has to be at an acceptable level at all times.

18. After 11.30, music and PA system has to be turned down.

19. Hall to be vacated after 12.30 am.

20. Kitchen to be left in the same position as found.

21. Plates, glasses, pots and table cloths are not supplied with the hall.

22. Consumption of liquor

1. If the Hirer anticipates that liquor will be consumed on the hall premises then the Hirer must first obtain the appropriate permit from the Bocskai Hall.
2. If the Hirer intends to sell alcohol at the hall it is the Hirer's responsibility to ensure that the appropriate approvals are obtained from the Director of Liquor Licensing prior to the commencement of the function and shall provide the Bocskai Hall with a copy of the approval for its records.

23. Access and Keys

1. Access to the hall will only be available from the date and time shown on the Application to hire the Hall. By prior arrangement, the hall's preparation/decoration might be possible 6 hours before the advertised event.
2. Keys, providing proof of identification, are to be collected from the Bocskai Hall between the hours of 9.00am and 5.00pm.
3. If the person collecting the key is not the Hirer then the Hirer will need to provide that person with written authority for them to collect the key.
4. Keys shall be returned at the completion of the hire period.
5. The Hirer shall immediately report any loss of hall keys to the Bocskai Hall. The cost to replace the keys and/or locks to the hall will be debited from the bond.

24. Booking

1. Applicants shall be charged hire fees and bonds according to fees and charges set by the Church Board from time to time.
2. No booking shall be regarded as confirmed unless the required bond has been paid to the Bocskai Hall prior to the function.
3. That bond will only be repaid by the Bocskai Hall subject to the applicant complying with all its obligations in respect of the hall.
4. Where an applicant wishes to make a regular booking, the bond will be deposited prior to the first hiring period and refunded when the applicant informs the Bocskai Hall that the hiring is no longer required.
5. The hiring fee and bond shall be paid to the Bocskai Hall no later than one month prior to the date of hire.

25. Fees

1. Regular hire
Monday – Friday, 9 – 5pm \$30/ hour
2. Casual hire
Monday – Friday, 9 – 5pm \$35/ hour
3. Night hire
Friday 5pm – 12am \$400
Saturday 5pm – 12am \$700
4. Bond \$400

26. Cancellation of Booking

1. If the Hirer cancels a booking, a fee of \$200 will be deducted from the bond.
2. Cancellation may only be effected by notice in writing addressed to the Church Board.

Form to be filled in by the person hiring the Bocskai Hall.

Time Required Date Required

Regular hire Casual hire Night hire

Name of Applicant:

Name of Organisation (if applicable):

Address:

..... Post Code:

Contact Telephone Number:

Email address:

Does the hirer have Public Liability Insurance Cover? YES value \$M..... NO

Will alcohol be present? YES NO

Will live or recorded music be used? Please give details

If recorded music is to be played during the hire period then the hiree shall ensure that the appropriate licence is obtained from the Australian Performing Rights Association.

Activity to be conducted in Centre:

Approximate number of people:

I acknowledge these terms and conditions of hire and agree to abide by them.

Signature of Hirer:..... Date:

Please return this application with your payment to the Bocskai Hall as soon as possible.

NOTE: This booking is not confirmed until:

1. Application form has been completed and approved
2. Payment is completed
3. Public Liability insurance confirmed.

Payment:

Money Orders, Business and/or Bank Cheques should be made payable to:

Hungarian Reformed Church of Australia (Vic)

and mailed to: PO Box 1187 North Fitzroy 3068 Victoria Australia.

For further information please ring 03 9481 0771.