



**EASTERN DISTRICTS POLISH ASSOCIATION**

1325 Stud Rd., Rowville 3178, Australia  
 Bookings: Mr. Zygmunt tel.: 0438046211 or Mr. Janusz tel.: 0420358778

**HALL HIRE CHARGES from 01.01.2018**

HIRE HALL CHARGES APPLY FROM TIME OF ENTRY TO TIME OF VACATING PREMISES (**NOT LATER THAN 12:30AM**)

|  |   |   |  |  |
|--|---|---|--|--|
| <b>MAIN HALL</b>   | Monday to Wednesday<br><b>From \$_____</b> minimum 6hours<br>+ <b>\$60.00</b> per added hour, min 3 hours | Thursday to Saturday<br><b>From \$_____</b> 4pm-12:30am<br><b>+\$70.00</b> per added hour<br>9 am – 4 pm, min 3 hours | Sunday<br><b>From \$80.00</b><br>per hr 6 pm-12pm, min 3 hours                   |  |
| <b>SMALL HALL</b>  | <b>From \$_____</b> max 6 hrs<br><b>+\$40.00</b> per added hour, min 3 hours                              | <b>From \$_____</b> 4pm-10pm<br><b>+\$40.00</b> per added hour, min 3 hours   | <b>From \$250.00</b><br>max 6 hrs<br><b>+\$50.00</b> per added hour, min 3 hours |  |
| <p>The above hall hire charges cover fully operational licensed bar. <b>No B.Y.O. is allowed.</b> If foreign drinks are brought in by the hirer's patrons, then hirer shall forfeit the bond. <b>It is hirer's responsibility to make sure, that no foreign drinks are brought to the venue.</b> Where hirer's request is made to close the bar, corkage charge will apply on the top of hall hire charges.<br/> <b>CORKAGE CHARGE \$2.00 PER HEAD</b></p> |   |   |  |  |
| <p><b>KITCHEN:</b> Use of kitchen facilities is included in hall hire from 4PM to 12:30AM (main hall hire only)<br/>         Additional hours will be charged at rate of <b>\$70.00</b> per hour.</p>  |   |   |  |  |
| <p><b>TABLEWARE AND CUTLERY:</b> from \$..... PER <b>50</b> SETTINGS, GLASSES <b>50</b> CENTS EACH plus additional cost of cleaning</p>  |   |   |  |  |
| <p><b>LIGHTING/AUDIO:</b> LED ceiling and LED chandelier lights are included in hall hire. Sound/visual equipment is available per separate contract arrangement.</p>  |   |   |  |  |
| <p><b>LIABILITY INSURANCE:</b> It is hirer's responsibility to organise Liability Insurance. The hirer takes full responsibility for any injuries caused to its participants and absolves Eastern District Polish Association Melbourne from any liability by signing this contract.</p>   |   |   |  |  |
| <p><b>CLEANING:</b> Cleaning services are available from <b>\$200.00</b> per separate contract arrangement. . Where cleaning is not taken hirer is responsible for leaving premises in clean and tidy condition.</p>   |   |   |  |  |
| <p><b>BOND:</b> of \$.....Received on ...../...../.....By.....<br/>         Docket No. ....<br/>         Refundable in full if no damage is caused or foreign drinks are brought in by patrons, within two weeks after the end of function.</p>  |   |   |  |  |
| <p><b>PAYMENT:</b> Booking is not accepted until the Bond is paid in full. Balance is due in two weeks prior to booking date. If booking is cancelled before <b>120 days</b> of the booked date, then the deposit shall be refunded in full. If cancelled between <b>120 and 90 days</b> 50% shall be refunded, and if cancelled within <b>90 days</b> the deposit shall be forfeited.</p>   |   |   |  | <p><b>SUB TOTAL \$</b><br/> <b>GST \$</b><br/> <b>TOTAL \$</b></p> |

**ALL YOUTH FUNCTIONS AND DISCOTHEQUES REQUIRE HAVING SECURITY GUARD PRESENT ON PREMISES DURING THE FUNCTION. IT IS HIRER'S RESPONSIBILITY TO ORGANIZE AND PAY FOR SECURITY GUARDS.**

NAME OR HIRING GROUP/PERSON: .....

NAME OF AUTHORIZED PERSON MAKING APPLICATION.....

ADDRESS: .....SUBURB .....STATE .....P/CODE.....

TELEPHONE NO: ..... MOBILE NO: ..... FAX NO: .....

REQUIRED BOOKING IS FOR..... DAY..... MONTH..... YEAR

ENTRY TO PREMISES REQUIRED STARTING AT.....AM/PM AND VACATING AT .....AM/PM

SIGNATURE..... DATE .....

## HALL HIRE TERMS AND CONDITIONS

1. Telephone or verbal bookings will be held for one week only and the **Bond** should be deposited to Eastern Districts Polish Association Melbourne within this period, otherwise booking **will not be valid**. (Full payment for hire should be received by EDPA two weeks prior to booked function date).
2. Hall hire charges apply from time of entry to the time of vacating premises. Normal hire times are 4pm to 1am. Additional hours can be arranged with booking officer for designated hourly fee. The hall hire charges are with fully operational licensed bar. **No B.Y.O. is permitted**. If foreign drinks are brought in by hirer's patrons, then the hirer shall forfeit the bond. **It is hirer's responsibility to make sure that no one brings in any drinks**. Where request is made to close bar a corkage charge of \$2.00 per head will apply on top of normal hall hire. **Full payment is required 2 weeks before event date**.
3. Kitchen is available with main hall hire from 4pm to 1am. Additional hours can be arranged with booking officer for designated hourly fee.
4. It is hirer's responsibility to arrange **Public Liability Insurance** and enclose current certificate. The hirer takes full responsibility for any injuries or incidents that might happen to its patrons and by signing this contract absolves Eastern Districts Polish Association Melbourne from any liability.
5. The hirer is responsible to leave premises and kitchen facilities in clean and tidy manner. All food scraps to be placed into plastic bags prior to placement into rubbish bins. Use of two 240 litre garbage bins is included in this contract. Use of additional garbage bins will be charged separately at \$25 each.
6. We require that the person responsible for the hire will with the duty officer checks the conditions of the premises inside & outside, before and after the function.
7. The bond is refundable in full if no damage is caused, the premises is clean and not any drinks are brought in by patrons, within two weeks of end of the function. The bond is not transferable from year to year.
8. Where booking is cancelled 120 days before the booked date, then bond shall be refunded in full. If cancelled with less than 120 days but more than 90 days, 50% of bond shall be refunded. And if cancelled within 90 days the bond shall be forfeited.
9. **All Youth Functions and Discotheques** require having security guards present on premises during the function. It is the hirer's responsibility to organise and pay for security guards.
10. Minimum charge applies for hall hire of 6 hour maximum duration from time of entry to time of vacating premises unless noted otherwise
11. The latest time of vacating premises is 1:30 am and this is including the hirer, quests, caterers, cleaners and the entertainers (band). Any additional time will be charged at \$70 per hour
11. EDPA offers heating and evaporative cooling in function areas of the main building on demand.
12. Lots of effort and care is devoted to keep our premises in neat and tidy conditions.
13. This venue is equipped with a "Noise Limiter", which controls noise level during performance to a certain limit. When the noise level is exceeded, the power will be cut at the power point on the stage; therefore all users are required to adjust the equipment to safe volume level.  
**You acknowledge that Polish House "Syrena" does not take any responsibility to equipment damages if this occurs.**
14. Eastern Districts Polish Association Melbourne **DOES NOT** take any responsibility for the contents and the locations of the advertisements placed by the hirer.  
Any advertisements placed on EDPA property without appropriate approval ARE TO be removed.

### **We would like our patrons to understand and avoid "sticky tape everywhere" solution.**

From past experience we know that some of the venues require/desire decorations/fixtures or special arrangements installed to comply with or complement purpose or cultural character of the venue. We are ethnically and multicultural friendly, however on each occasion EDPA would like to be advised and consulted about nature of decorations or fixtures in view of safety of participants and personnel in general as well as fire, chemical, noise, hazardous/pollution conditions etc. These issues have to be discussed and agreed upon in as many details as possible during discussing contract conditions and obligations and appropriate permits where required.

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