

# **CHINESE ASSOCIATION of VICTORIA Inc.**

**8 ASHLEY STREET, WANTIRNA**

## **CONDITIONS - PRIVATE HIRE OF FACILITIES**

### **INTRODUCTION**

These conditions apply to all private functions held at the CAV Centre. They cover the hire, use and care of its facilities including hall and kitchen, kitchen only, classrooms, equipment, and furniture.

### **CLEANLINESS**

To ensure that the CAV Centre is kept in a good state of cleanliness, the hirer must clear and remove all rubbish from the function away from CAV Centre. This includes bottles, cans, food scraps and general garbage. All rubbish must be taken home. The removal must occur on the day or night of the function itself. If rubbish is not removed and CAV must make arrangements to remove it, a cost of \$100 will be charged to the hirer.

### **EQUIPMENT & FURNITURE**

Where there is a need to use equipment or furniture available at the CAV Centre, the hirer must ensure that they are properly stored away in their original storage areas. Please note notices on wall for this storage. Any equipment/utensils used in the kitchen should be washed and dried before storage. Audio/Visual equipment is not included in the hire.

### **DAMAGE OR LOSS**

If there is any damage to or loss of CAV's property, equipment and furniture (whether caused by guests or invitees of the hirer or otherwise) the hirer must pay for the costs of repair or replacement, cost as determined by CAV. The hirer shall notify CAV Centre Administration immediately after any damage or loss is discovered.

### **SET-UP ACCESS**

The hire of the hall includes the use of kitchen facilities for tea/coffee and light snacks preparation only. The set-up times allowed free of charge is 2 hours. The standard hall hire charge applies when cooked meals are brought in for serving.

If full kitchen facilities (for cooking on the premises) are required with the hire of the hall, a higher rate will apply. The set-up time allowed free of charge is 2 hours. Additional charges apply if longer time is required

### **SECURITY BOND**

A security bond of \$500.00 is required to be paid at least 4 weeks before the date of hire. An inspection of the facilities will be carried out after the date of hire. CAV may deduct from the security bond any moneys payable by the hirer for any damages. The balance (if any) will be refunded to the hirer within 4 weeks after the date of hire.

**TERMS OF PAYMENT**

A deposit of 50% of the Total Hire Fees is payable on confirmation of the booking. The balance of hall hire fee and Security bond of \$500.00 must be paid 4 weeks before date of hire.  
CAV account – BOM 193-879 452 101 865

**SECURITY BREACH PENALTY**

If improper lock up of the CAV premises results in the alarm being triggered, the hirer will be charged a fee of \$150.

**REFUND OF DEPOSIT**

If the booking is cancelled in writing at least 4 weeks before the date of hire, CAV will fully refund the deposit paid. If less than 4 weeks written notice is given of the cancellation, the deposit paid will be forfeited to CAV.

**DISCLAIMER and INDEMNITY**

The hirer acknowledges that the hirer is satisfied as to the condition, suitability and fitness of the facilities offered for purposes of the hire. The hirer assumes all risks and liabilities for the use of CAV facilities and CAV Centre and for all injuries to or death of persons and damage to property howsoever arising from or in connection with such use, whether such injury, death or damage be that of guests, invitees, employees, or agents of the hirer or third parties. The hirer shall indemnify CAV against any liability, claims, loss, damage, costs, or expenses arising out of or in connection with the hire and use of the CAV facilities and CAV Centre.

The hirer agrees to be bound by the conditions above.

Name of Hirer: ..... Contact details

Mobile & Email.....

Signature of Hirer: ..... Date Contract

Signed:.....

CAV Hall Hire Personnel:.....