

KARDINYA HALL –CONDITIONS OF HIRE

- 1. Hire groups initial booking payment is to be made on line by Electronic Fund Transfer or by cheque payable to the Lions Club of Bull Creek and sent to Po Box 272 Bull Creek 6149 and thereafter they will be invoiced in arrears.**
- 2. All Regular / Casual Booking applications must sign and return a Venue Booking form prior to commencement of Hire.**
- 3. This form can be mailed to Lions Club of Bull Creek PO box 272 BullCreek 6149, an email copy of this form will be accepted in the interim with original posted.**
- 4. On approval by Management, all casual hirers are required to pay full hire fees no later than seven (7) days prior to booking. No payment may result in termination of booking.**
- 5. Permanent hirer bookings will be invoiced for first month in advance, then monthly in arrears. Accounts MUST be paid within 30 days of the date on the invoice received for hire fees.**
- 6. Permanent cancellation of any Regular booking must be received in writing one month (30 days) prior to the date of booking. Where a cancellation occurs within one month (30 days) of the booking, any hire fees paid for this period WILL NOT be refunded. ONE OFF cancellations of Permanent Hirer bookings are to be advised by email a minimum of 14 days prior to date of regular booking. Any cancellation advised with less notice MAY be subject to payment of full fee for date of cancellation. 7. Management reserves the right to cancel any Regular or Casual Bookings.**
- 8. Management reserves the right to request the use of the facility, should it be required for special purpose or one off events.**
- 9. Areas used must be left in a clean and tidy condition, this includes the sweeping of floors, removal of rubbish to bulk bin and mopping up of and spillages etc. All equipment must be returned to the correct storage areas.**
- 10. Anyone found causing wilful damage to any Centre property, or found to have removed or misused Centre property may be charged to the full extent of the law.**
- 11. Damage to Centre property, shall be paid for by any person(s) who wilfully or negligently causes such damage. Person(s) are responsible for damage incurred by dependent guest / children.**
- 12. Any damage discovered prior to booking, please report to Kardinya Hall committee Chairperson on 62225102 or by email to admin@kardinyahall.com , this will ensure that your group will not be held responsible.**
- 13. Groups are to maintain and keep good order and decent behaviour.**
- 14. All exclusion dates for the hire period must be shown. Groups must give a minimum of twenty four (24) hours, written notice to Kardinya Hall Recreation Centre, by one of the following means: Post to Po Box 272 BullCreek WA 6149 or 62225102 or by e-mail to bookings@kardinyahall.com of any exclusion/cancellations not included in your booking Failure to comply with this requirement will result in the designated hire fee being charged against your group.**
- 15. There will be NO SMOKING in any part of the Centre by any person at any time.**
- 16. Consumption of alcohol on the premises is strictly prohibited, unless appropriate licences have been obtained from the Lions Club of Bull Creek.**
- 17. The Management without notice may change conditions and guidelines.**
- 18. You agree to pay any government taxes, whether current or to be enacted, including GST, that may become applicable to this contract and this Centre may be required to collect and remit.**
- 19. CENTRE SECURITY, all hire groups are responsible to ensure that when leaving the Centre that the following is adhered to: ALL WINDOWS AND EXTERNAL DOORS AND CLOSED AND LOCKED A CHECK THAT NO ONE IS LEFT IN THE BUILDING MUST BE DONE THE SECURITY ALARM MUST BE SET. If it is found that these procedures have not be carried out and the Security Firm is called out the Hire Group will be invoiced for the cost of the Security call out.**

I/ We hereby make application for the use of the Kardinya Community Centre facilities and service and will not hold liable the Lions Club of Bull Creek for any personal injury or loss of property. I/We have read and understood the above regulations and the Conditions of Use and Hire and agree to uphold them for as long as the term of this agreement.

DECLARATION Name: _____

Signature _____ **.Date:** _____