



## **Conditions of Hall Hire**

**As of 10<sup>th</sup> October 2019**

Vasto Club - Casa D'Abruzzo Club Inc. - Perth

ABN: 22 397 813 539

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### **1. CONDITIONS OF HALL HIRE**

- (a) The Vasto Club Management Committee reserves the right to cancel a booking (even when a deposit has been paid) should it deem the booking to not be in the best interest of the Club.
- (b) The Vasto Club DOES NOT hire out either the large or small hall for concerts, 18<sup>th</sup> & 21<sup>st</sup> Birthday parties, school formal parties or Hens / Bucks nights.
- (c) All functions must conclude at midnight and the building must be cleaned and vacated with all hirers equipment removed by 2am.
- (d) Music in excess of 70db(A) at the boundary (external wall behind stage area) will result in a full loss of bond.
- (e) If the Manager deems that hall hire conditions are not being followed on the day/night of the function, the Club reserves the right to put an end to the function (including over-crowding).
- (f) It is not permitted for more than 650 people in the large hall and 180 people in the small hall to be admitted into a function. **The combined total for both the large and small hall MUST NOT EXCEED 650 PEOPLE. This includes all guests, bar staff, kitchen staff, security, event organisers and event entertainers/competitors as such.**
- (g) The Manager, and any other person appointed by the manager, has the authority to act on the club's behalf during the event and must be allowed entrance to the hall at any time during the hire period.
- (h) SMOKING IS NOT permitted inside the club premises. Ashtrays are provided in the designated smoking area, please use ashtrays not gardens.
- (i) Surrounding police stations must be notified prior to the event.
- (j) It is the responsibility of the hirer to provide adequate Public Liability Insurance for the duration of each event.

### **2. BOND**

- (a) A deposit consisting of the bond must be paid by the Hirer to confirm the use of the hall for the specified date. Until that bond deposit is paid, the club is not obliged to hold the hire date required for the hall hire and the club may hire out the



hall to any other person on the hire date if that person pays the required bond deposit.

- (b) Bond payments can be made by cheque, cash or direct deposit into the Vasto Club NAB bank account BSB:086-492 Account:19823-6392.
- (c) The completed booking application form must be submitted with the bond.
- (d) The bond is intended to cover costs incurred should there be need to replace or repair any equipment damaged within club premises because of the event. Extraordinary cleaning of the hall or club premises required because of the event is also covered by the bond. The bond will be refunded to the Hirer if there is no damage to club property and no extra cleaning is required.
- (e) The bond may be varied at the discretion of the Committee depending on the function, length of hire and attendance numbers.
- (f) The bond will be refunded to the Hirer at the absolute discretion of the Manager. If there is any reason why the full amount will not be refunded the club will notify the Hirer of that reason in writing.
- (g) The bond will be returned by bank transfer within 14 days after the function, giving time for management to count and check chairs, tables, hall, stage, toilets, entrance and kitchen and also to view video footage should there be any missing items, damaged property or complaints from neighbors.

### **3. BALANCE OF HALL HIRE**

- (a) The Hirer must pay the final payment of the hall hire to the club at least fourteen (14) days before the hire date. If that payment is not made, the club reserves the right to cancel the booking of the hall. If this occurs, the deposit of the bond paid by the Hirer will be forfeited.

### **4. CANCELLATIONS**

- (a) If the Hirer cancels a booking:
  - (1.) more than 3 months before the hire date, the club will refund the deposit less a \$200 administration fee.
  - (2.) less than 3 months before the hire date, the club will refund 50% of the deposit.
  - (3.) Less than 1 month before the hire date, the club will refund 25% of the deposit.
  - (4.) Less than 2 weeks before the hire date, the club will not refund any of the deposit.



## 5. KEYS AND ALARM CODE

- (a) Keys and an alarm code will be handed to the client at an arranged time before the date of hire.
- (b) Any keys given to the Hirer by the Manager must be returned at the end of the function in the key return box. Bond will be held until all keys are returned. A charge of \$200 will be deducted from bond for any keys lost, misplaced or damaged.
- (c) The alarm must be activated when leaving the premises at the end of the function. The Vasto Club has a monitored alarm system and management are notified of the time the alarm is activated. If the alarm is not activated by 2am our monitoring company contacts security and a member of committee and a charge of \$200 will apply.

## 6. SETUP AND PACK AWAY

- (a) The Hirer may not, either before or on the hire date, extend or otherwise change the hire period without first obtaining the prior written consent of the Manager and additional charges will apply. If written consent is not given the standard hourly rate will apply.
- (b) If the hirer requires to setup prior to the hire date they will be charged the normal hall hire charges.
- (c) Any deliveries for the purposes of the event must be made on the day of the hall hire unless prior arrangements have been made with management and subject to availability and additional charges will apply.
- (d) All air-conditioners and lights must be turned off at the end of the function. A charge of \$200 will apply for each electrical device left on.
- (e) All equipment used for the purposes of the event MUST be removed from the venue after the function. This includes, but is not limited to, supplies, decoration, band equipment, sound equipment, lighting equipment, catering equipment, food and alcohol.
- (f) Should any items be left on the premises after the function no responsibility will be taken by the club. Any costs for damage to or pilfering of the equipment will be the sole responsibility of the Hirer.
- (g) The boom gate must be locked shut after the completion of the function.

## 7. TABLES AND CHAIRS

- (a) Tables and chairs that have been used for the function and supplied by the club must be set up by the Hirer and then put away by the Hirer after the function (at the end of the afternoon/night).



- (b) It is compulsory that all tables have tablecloths. A charge of \$75 per hour will apply for cleaning if tablecloths are not used.
- (c) All tables must be returned to the correct storage area as per the instructions indicate. Long tables (2.4mt) must be neatly stacked underneath the stage. Short tables (1.8mt) must be stacked neatly where indicted (either in the chair storage area or underneath the stage). All tables must be stacked top to top according to instructions. A charge of \$75 per hour will apply if tables need restacking.
- (d) Missing or damaged tables will incur a fee of \$500 each.
- (e) Chairs must be stacked in rows as per the instructions indicate. A charge of \$75 per hour will apply if the chairs require restacking.

## 8. CLEANING OF PREMISES

- (a) Cleaning of the premises is the responsibility of the hirer and it is strongly advised for the hirer to provide their own professional cleaners.
- (b) All cleaning must be completed by 2am.
- (c) Mops, buckets and brooms are provided. All other cleaning equipment must be provided by the hirer.
- (d) The entire premises must be cleaned after the duration of the event including hall, stage, stage areas, entrance, toilets, bar area and kitchen.
- (e) The entire large hall floor must be swept and mopped with hot water after the event. A charge of \$200 will apply if the floor requires extra cleaning.
- (f) All floors must be swept and mopped including entrance, bar and kitchen.
- (g) Stage carpet must be vacuumed.
- (h) All rubbish must be removed from the premises, including bar, kitchen and toilets.

## 9. KITCHEN

- (a) The kitchen benches and all equipment in the kitchen must be left clean. All stoves, ovens and fryers must be cleaned after use. The dishwasher must be left clean and any food scraps must be removed after use. The kitchen floor, bar area and cool room must be swept and mopped after use. A charge of \$75 per hour will apply if extra cleaning is required.
- (b) All grease traps in the kitchen floor must be cleaned after the event is held.



- (c) All rubbish including food not consumed, food scraps, bottles and waste etc must be disposed of after the event in the large Instant Waste bin outside the rear area of the club premises. Rubbish that cannot be contained in bins provided is to be taken away from the premises by the Hirer, not left outside near bins. All cartons and boxes must be crushed before putting into the Instant Waste bin. Only one bin is supplied by the club for a function, should a second bin be required a \$100 charge will occur.
- (d) Any containers and crates brought into the Vasto Club must be removed from the premises at the end of the event.
- (e) The caterer and bar staff attending the relevant function or event must provide their own equipment and cleaning materials.
- (f) Strictly under no circumstances can portable burners be brought into the premises. A breach of this condition will result in the full loss of bond.

## 10. RESTROOMS

- (a) The restrooms will be stocked with toilet rolls, hand soap and hand towels prior to the function but any additional toilet supplies will be the responsibility of the Hirer.
- (b) Toilets and basins must be left in a satisfactory condition after the function or cleaning charges will apply. All bins must be emptied and rubbish must be disposed of at the completion of the event.

## 11. BAR, ALCOHOL AND SECURITY

- (a) If it is proposed for alcohol to be sold at the event, the Hirer must apply to the Department of Gaming, Racing and Liquor for the relevant liquor license. A copy of liquor license must also be supplied to the Vasto Club at least fourteen (14) days before the hiring date.
- (b) The Permit Holder is totally responsible for these laws to be obeyed and The Club takes NO responsibility for anyone caught disobeying the laws.
- (c) The Hirer must inform all guests, staff and entertainers that strictly no BYO alcohol can be brought into a licensed venue.
- (d) Liquor is ONLY to be consumed in accordance with the liquor license granted.
- (e) Liquor is NOT to be consumed outside the club building.
- (f) It is the responsibility of the Hirer to provide registered security as per the conditions of the liquor license (generally 1 security officer per 100 persons). This includes functions where the Vasto Club will be managing the bar.
- (g) The Vasto Club advises ALL hirers to provide adequate security for any function including alcohol free events and BYO alcohol events.



## 12. NOISE RESTRICTIONS

- (a) Music in excess of 70db(A) at the boundary (external wall behind stage area) will result in a full loss of bond.
- (b) The Vasto Club has close neighbors and a strict noise policy occurs at all times. All hirers must complete a "Noise Restriction Policy – Audio Levels Form"
- (c) All exit doors must be kept shut for the duration of the hire period.
- (d) It is the responsibility of the hirer to complete random sound checks at the boundary (external wall behind stage area) throughout the duration of the hire period and ensure the noise is no louder than the background noise at the time.

## 13. ADDITIONAL CONDITIONS

- (a) Confetti, jelly lollies and chewing gum is banned both inside and outside the club premises. The throwing of streamers and other types of paper rolls is prohibited. The Hirer must pay the costs incurred by the club with respect to the cleaning of the hall or the club premises as a result of non-compliance with this condition.
- (b) Smoke machines, foggers and dry ice is not permitted within the premises.
- (c) It is not permitted to adhere notices, decorations etc to doors, door frames and archways. Hourly charges will apply for any removal of decorations, blutac, tape etc. after function.
- (d) Strictly only Special Occasions, Artzy Weddings and Event Style are approved to hang banners, backdrops or drapes on the stage or in the large hall. Should the hirer wish to seek approval for hanging their own banners, backdrops or drapes they must first seek permission from Management. Any damage done to the ceiling panels or curtains will be charged accordingly.
- (e) Under no condition is the mirror ball or spotlights to be removed or altered.
- (f) Any wall hangings and signage belonging to the Vasto Club that are displayed on the walls of the premises, both inside or outside, are not to be removed.
- (g) In case of an emergency – the 2 exit doors and rear driveway are to remain clear at all times. The rear driveway is to be used for delivery and pickup only and the security bar to be closed at all times. These regulations are as per the Health Department of WA and Fire & Emergency Services Authority of Western Australia.

## 14. FRONT ENTRANCE, GRASSED AREAS AND CARPARKS

- (a) All rubbish relating to the Hirers function must be removed from the entrance, grassed area and car-park on the completion of the function.



- (b) The Members Car Park at the rear of the building is strictly for Members Only. Management will take no responsibility for cars parked illegally and offenders will be locked in without a warning. Should there be a request to open the gate there will be a \$200 charge.
- (c) The Vasto Club is not responsible for any damage done to any vehicles in the car-park.

***It is recommended that a copy of these conditions be given to the caterer, event organiser, cleaner and/or any additional external party required participating in the organization of the event, prior to the hire date.***

## **INVENTORY**

QTY	DESCRIPTION	QTY	DESCRIPTION
50	Long White tables fitted with legs 2.4mt x .9mt (6x7+8 on side)	1	Fitted Cool-room
30	Short White tables fitted with legs 1.8mt x .9mt (3x8+6)	2	Double Drink Fridge (Drinks Only - Strictly No Food)
0	Damaged Short Tables	2	Glass washer crates white (only supplied if needed)
0	Damaged Long Tables	1	Cutlery crate grey
0	Long Replacement Tops Only	5	Dishwasher crates
50	Round White table tops 1.8mt diameter	1	Steel Portable Bar Bench
400	Old style burgundy padded chairs	1	Freezer
200198	New style burgundy padded chairs	13	Plastic bins with liners
3	Old style chair trolleys	2	Ladder (1 x old / 1 x Gorilla yellow)
2	New style chair trolleys	1	Hand towel bin (ladies toilet)
151	Trestle legs	1	Sabco small green dustpan extender handle & blue broom
2	Trestle trolleys	2	Decor small blue dustpan extender handle & 1 blue broom
6	Long table trolley (4 kept under stage) Holds 7	2	Medium dustpan extender handle & 1 grey broom
3	Short table trolley (2 kept under stage) Holds 8	1	Oates blue mop bucket
1	Round table trolley (kept under stage) Holds 30	2	Oates black extender dustpan
2	Round table trolley (upright kept in chair storage) Holds 10	6	Mops
1	Wooden table 100cm x 80cm	2	Squeegees
1	White plastic round table with legs 120cm diameter	1	Blue plastic brush
1	Square wooden table 100cm x 80cm	2	Small blue broom
1	Wooden Lectern	4	Black large broom
1	Fitted Projector Screen	1	Orange large broom
1	Green trolley with 2 wheels	1	Wooden portable stage stairs
1	Blue trolley with 2 wheels	1	Wet Floor Sign
2	Cool room trolley		Stage carpet - 2 gum stains, 2 pulls, 2 stains, 1 tape mark
	Stage curtain maroon - in good order		Stage curtain black - 1 gum stain, all hooks affixed

**ANY DISCREPANCIES WITH INVENTORY COUNTS MUST BE REPORTED TO MANAGEMENT IMMEDIATELY**