

# Hire Licence + Terms and Conditions

Prices are subject to change without notice and are inclusive of GST

TOTAL HIRE COST \$

Please note: Use of the crockery, cutlery and/or glassware is an additional charge of \$245 per day

## Hire Dates:

## Terms and Conditions

1. All hiring to be by signed Licence Agreement between Hirer and Temple David Congregation Inc.
2. A responsible adult must be onsite at all times during the event and must not be under the influence of alcohol. They must be able to supervise and control the behaviour of attendees at the event. The contact details of this person must be provided.
3. The refundable Security Bond/Booking fee will be refunded within 21 days of the event if there has been no damage of any kind to the premises, including equipment, furniture, fittings, etc., or any complaints. Any complaints from the neighbours on any side of us, including for noise, bad language, unruly/anti-social behaviour, encroachment onto their property/ies by either persons, missiles, rubbish, etc., will result in the forfeiture of that part of the bond deemed to be indicative of the seriousness of the offence. If the Police are called and/or required, immediate forfeiture of the Security Bond/Booking Fee will result. CCTV is used extensively on the outside of the venue including the car parks. Appropriate behaviour is expected in these areas. **Alcohol can only be consumed inside the Function Centre. The car park and adjacent areas are not an alcohol approved area. Inappropriate behaviour will also result in forfeiture of a part of the Bond, deemed suitable.**
4. Any equipment, furniture, fittings or parts of the building (including the grounds and parking area) damaged by the Hirer or their guests and associates is the responsibility of the Hirer. Any repair costs will be charged at a rate of \$50 per hour for labour plus cost of materials.
5. Facilities are provided by the *Functions on Clifton* for wall hangings or decorations. No nails, staples, paint, screws, tape or glues are to be used. Blue tack is not permitted.
6. Please use the **FoC Checklist** provided to ensure that all tasks have been completed. Leave the signed and dated form on the table in the downstairs foyer.
7. All decorations (balloons, banners, streamers etc.) must be removed at the end of the event and disposed of in the skip bins provided. **The floor must be vacuumed.**
8. There is a maximum of 250 people allowed inside the Function Centre at any one time.
9. Windows and doors to be left shut and locked. Lights and air-con/heat to be switched off.

10. The Function Centre and kitchen is to be left clean and any crockery used washed and put away, cupboards closed, refrigerators clean with small fridge/freezer left **ON** and the large fridge turned off with one of the doors propped open. **Hirer must bring own tea towels and the floor must be mopped before leaving.**

11. All garbage to be removed from inside and outside the venue. Bins are provided for collection. Removal is Hirer's responsibility. All empty cans and bottles for recycling to be removed from the venue, it's grounds and surrounding roadsides. Approved containers can be placed in the Containers for Change bin outside the Function Centre.

12. The Public Liability of events is the Hirer's responsibility.

13. No alcohol is to be sold on the Function Centre premises unless license/permit has been obtained.

14. *Functions on Clifton* reserve the right to refuse entry or service to any persons considered to be intoxicated, and/or creating a disturbance. Any persons deemed to be intoxicated or creating a disturbance will be asked to leave the premises.

15. Due to Fire Regulations, no incense or candles are permitted in the Function Centre, and no fires are permitted in the Hall or its grounds, or surroundings.

16. In the case that an event is cancelled 10 days' notice is required. Any cancellation later than this will result in 20% of the hire cost being charged.

17. At the end of the event all tables and chairs must be wiped and stored / stacked in the instructed location(s).

18. Any cords, cables, power boards or converters loaned to the hirer by *Functions on Clifton* must be left, coiled in a tidy manner, on the kitchen bench, at the end of the event.

Fees include:

Power, water, dance-floor, tables and chairs, A/V equipment, full kitchen use, tea/coffee facilities.

- I/we have read the above Terms and Conditions and agree to abide by them.
- I/we have read the FoC CHECKLIST and agree to abide by the list.
- I/We understand that my/our bond may be forfeited in part, or in full, if any of these Terms and Conditions are breached.

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*Name of party hiring the venue (Licensee) [Individual and company name]*

\_\_\_\_\_

*Signature of Party hiring the venue (Licensee)*

\_\_\_\_\_

Date

\_\_\_\_\_

*Signature on behalf of Functions on Clifton*

# FUNCTIONS

ON CLIFTON

## Functions on Clifton CHECKLIST

**WHEN LEAVING PLEASE ENSURE (BY TICKING BELOW):**

### HALL

- ALL AIR CONDITIONING UNITS ARE TURNED OFF
- LIGHTS HAVE BEEN TURNED OFF
- ALL WINDOWS ARE CLOSED AND LOCKED
- BALCONY DOORS ARE LOCKED
- ALL CHAIRS ARE STACKED AND PUT AWAY
- ALL TABLES ARE STACKED AND PUT AWAY
- LECTERN HAS BEEN PLACED AGAINST WALL NEXT TO A-V SYSTEM
- AUDIO VISUAL SYSTEM IS TURNED OFF
- ALL MAJOR SPILLS HAVE BEEN CLEANED UP
- FLOOR HAS BEEN VACUUMED

### KITCHEN

- NOTE: TEA TOWELS ARE TO BE PROVIDED BY THE HIRER**
- AIR CONDITIONER IS TURNED OFF
- DISHWASHER IS EMPTIED, CLEANED AND TURNED OFF
- ALL STOVETOPS AND OVENS ARE CLEAN AND TURNED OFF
- RANGE HOOD IS CLEANED AND TURNED OFF
- ALL CUTLERY AND CROCKERY IS RETURNED TO ITS CORRECT SPOT
- ALL COOKWARE (INCLUDING POTS AND PANS) ARE RETURNED TO CORRECT SPOT
- URN IS EMPTIED AND OFF
- BENCHES HAVE BEEN SQUEEGEED AND DRIED
- SINKS ARE CLEAN
- ALL DISHWASHER TRAYS ARE STACKED
- DOUBLE GLASS DOOR REFRIGERATOR IS EMPTY, OFF AND DOORS ARE LEFT OPEN
- FLOOR IS MOPPED
- ALL RUBBISH TO BE TAKEN TO OUTSIDE BINS. RECYCLING BIN BAG TO BE EMPTIED INTO RECYCLING BIN WITH BAG BEING PLACED IN GENERAL WASTE BIN.

### TOILETS

- TOILETS AND URINALS ARE CLEAN
- LIGHTS AND FANS ARE OFF IN THE MEN'S AND LADY'S TOILETS
- ALL TAPS AND CISTERNS ARE NOT RUNNING
- ALL RUBBISH IS PICKED UP AND PLACED IN BINS
- ALL RUBBISH IS PICKED UP AND PLACED IN BINS WITH BIN BAGS BEING TAKEN TO THE OUTSIDE BINS

Name: \_\_\_\_\_

Date: \_\_\_\_\_