



## **Conditions of Hall Hire** **As of 12th December 2013**

Vasto Club - Casa D'Abruzzo Club Inc. - Perth  
ABN: 22 397 813 539

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### **1. Definitions**

**Bond** means an amount of money paid or to be paid by the Hirer in respect to hiring of the hall. The bond is required to be paid soon after making the hall hire booking and secures the booking.

**Club** refers to the Vasto Club – Casa D'Abruzzo Incorporated

**Event** means the function to be held or purpose for which hall hire is required

**Hall** means either the "large hall" or "small hall", as specified by the Hirer

**Hire Date** means the date specified by the Hirer as to when the hall is required

**Hire Fee** means the fee paid or payable by the Hirer in respect to the hiring of the hall

**Hire Period** means the period of time for which the hall is required on the hire date

**Hirer** means the person requiring hall hire

**Manager**, at any time, means the appointed management committee of the Vasto Club at that time

### **2. Conditions of 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) 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).
- (d) 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.**

- (e) 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.
- (f) SMOKING IS NOT permitted inside the club premises. Ashtrays are provided on both sides of main entry, please use ashtrays not gardens.
- (g) Surrounding police stations must be notified prior to the event.

**3. Bond, Hall Hire Payment and Cancellation of Function**

- (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.
- (b) The Hirer must pay the hire fee to the club in respect to hall hire at least fourteen (14) days before the hire date together with the Vasto Club Hall Hire Form. All start and finish times are required. If that payment is not made, the club reserves the right, up until 24 hours before the hire date, to cancel the booking of the hall. If this occurs, the deposit paid by the Hirer will be forfeited.
- (c) **If the Hirer cancels a booking:**
  - (1.) more than 3 months before the hire date, the club will refund the deposit in full.
  - (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.
- (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. Subject to clause 3(e) 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 under clause 3(d) 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 14 days after the function, giving time for management to count and check chairs, tables, hall, stage and kitchen and also to view video footage should there be any missing items, damaged property or complaints from neighbors.

#### 4. 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 we 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.

#### 5. Setup, Pack Away and Cleaning of Hall

- (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.
- (b) **All functions must conclude at midnight and the building must be cleaned and vacated with all hirers equipment removed by 2am.**
- (c) If the kitchen is required the day before function an extra \$550 will apply.
- (d) If the hirer requires to setup prior to the hire date they will be charged the normal hall hire charges.
- (e) 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.
- (f) The entire hall floor must be cleaned and mopped after the event is held (at the end of the night). A charge of \$100 will apply if the floor requires extra cleaning after your event.



- (g) The stage and stage area must be left clean after the function.
- (h) All air-conditioners and lights must be turned off at the end of the function. A charge of \$200 will apply for any electrical device left on.
- (i) Table 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).
- (j) It is compulsory that all tables have tablecloths. Long tables (2.4mt) must be neatly stacked underneath the stage. Short tables (1.8mt) must be stacked neatly in the chair storage area where indicated. All tables must be stacked top to top according to instructions. A charge of \$75 per hour will apply if tables need cleaning or restacking.
- (k) Missing or damaged tables will incur a fee of \$500 each.
- (l) Chairs must be stacked in rows of 6 and 8 high and pushed tight against the wall and within the black marker line. All plastic chairs must be restacked first. A charge of \$75 per hour will apply if the chairs require restacking.
- (m) Missing or damaged chairs will incur a fee of \$300 each.
- (n) 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.
- (o) 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.
- (p) The boom gate must be locked shut after the completion of the function.

## 6. 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) It is not permitted to adhere notices, decorations etc to doors, door frames and archways.
- (c) 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 without first seeking permission of the club management.



- (d) No one is to park in the “Members Car Park” at the rear of the building. If for any reason someone parks there the Manager will take no responsibility. The car park will be locked closed with a chain and they will have to come back when the office is open to get the cars out. Note: Offenders will be locked in without a warning. Should there be a request to open the gate there will be a \$200 charge.
- (e) 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.
- (f) The Hirer is responsible for any damage done to any vehicles in the car-park.

## 7. 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 / mopped after use. A charge of \$75 per hour will apply if extra cleaning is required.
- (b) All grease traps 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 Cleanaway 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 Cleanaway 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) Under no circumstances can portable burners be brought onto the premises.

## 8. 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) Liquor is ONLY to be consumed in accordance with the liquor license granted.
- (d) Liquor is NOT to be consumed outside the club building.
- (e) 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.
- (f) The Vasto Club advises ALL hirers to provide adequate security for any function including alcohol free events and BYO alcohol events.
- (g) If the hirer is intending to use the beer tap system prior arrangements must be made with the Management and cleaned properly after use. The gas bottle is not supplied by the club.

## 9. 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.

## 10. Entrance, Grassed Areas and Carpark

- (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.

***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.***



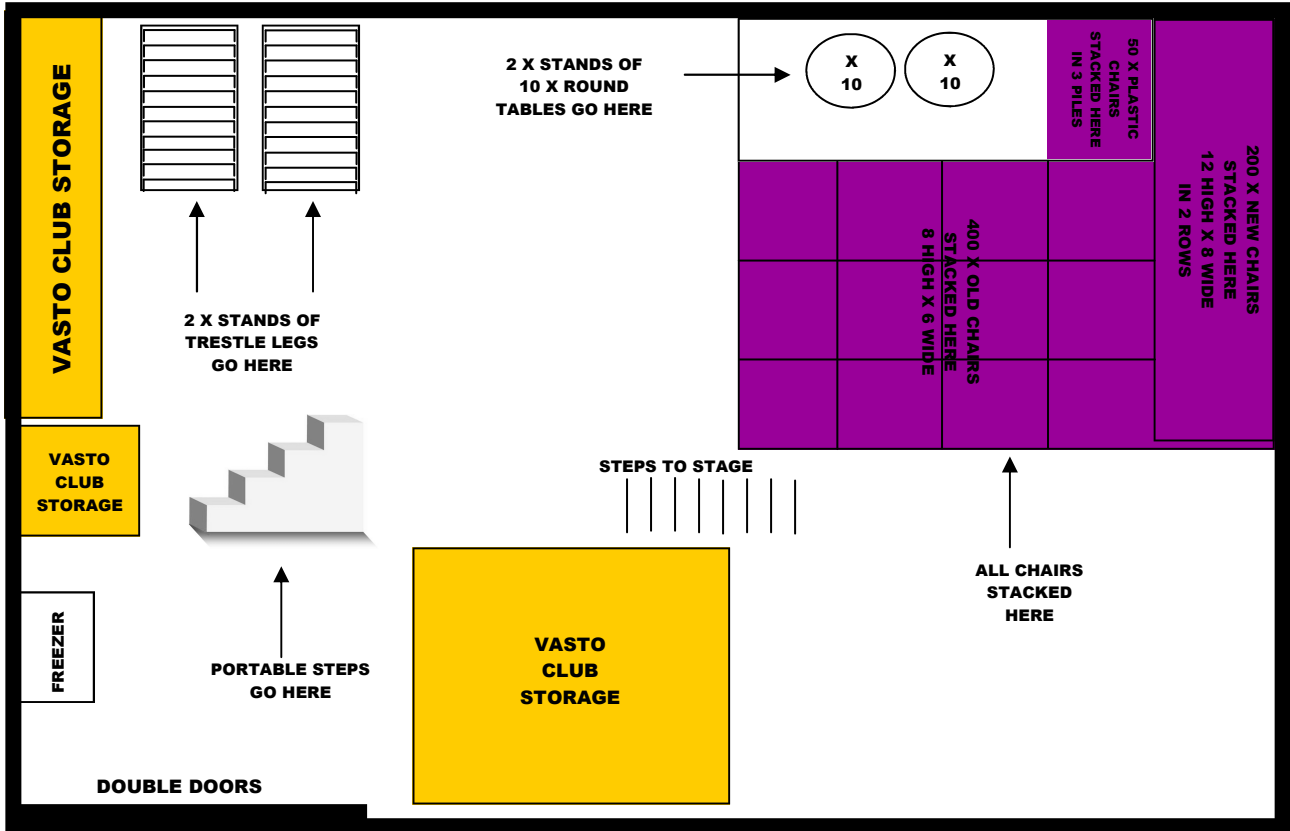
## Inventory

QTY	DESCRIPTION	QTY	DESCRIPTION
50 <sup>44</sup>	Long White tables fitted with legs 2.4mt x .9mt (6x7+2 on side)	1	Fitted Cool-room
30	Short White tables fitted with legs 1.8mt x .9mt (3x8+6)	1	Double Drink Fridge (Drinks Only - Strictly No Food)
2	Damaged Short Tables	1	Single Fridge
4+2	Damaged Long Tables (2 damaged on delivery)	2	Glass washer crates white
3	Long Replacement Tops Only	1	Cutlery crate grey
50	Round White table tops 1.8mt diameter	7 6	Dishwasher crates
400	Old style burgundy padded chairs	1	Steel Portable Bar Bench
200	New style burgundy padded chairs	1	Freezer (chair storage area)
50	Plastic 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 (kept under stage) Holds 8	2	Medium dustpan extender handle & 1 grey broom
4	Short table trolley (kept chair storage) Holds 8	1	Oates blue mop bucket
1	Round table trolley (kept under stage) Holds 30	1	Oates black extender dustpan
2	Round table trolley (upright kept in chair storage) Holds 10	4	Mops
1	Wooden table 100cm x 80cm	3	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
2	Floor cleaners (Strictly not for use) Kept Under Stage	1	Grey bar stool
1	Wooden portable stage stairs	1	Orange bar stool
1	Green trolley with 2 wheels	1	Brown bucket
1	Blue trolley with 2 wheels	1	Wet Floor Sign
1	Cool room trolley		Stage carpet - 2 gum stains, 2 pulls, 2 stains, 1 tape mark
			Stage curtain black - 1 gum stain, all hooks affixed
			Stage curtain maroon - in good order

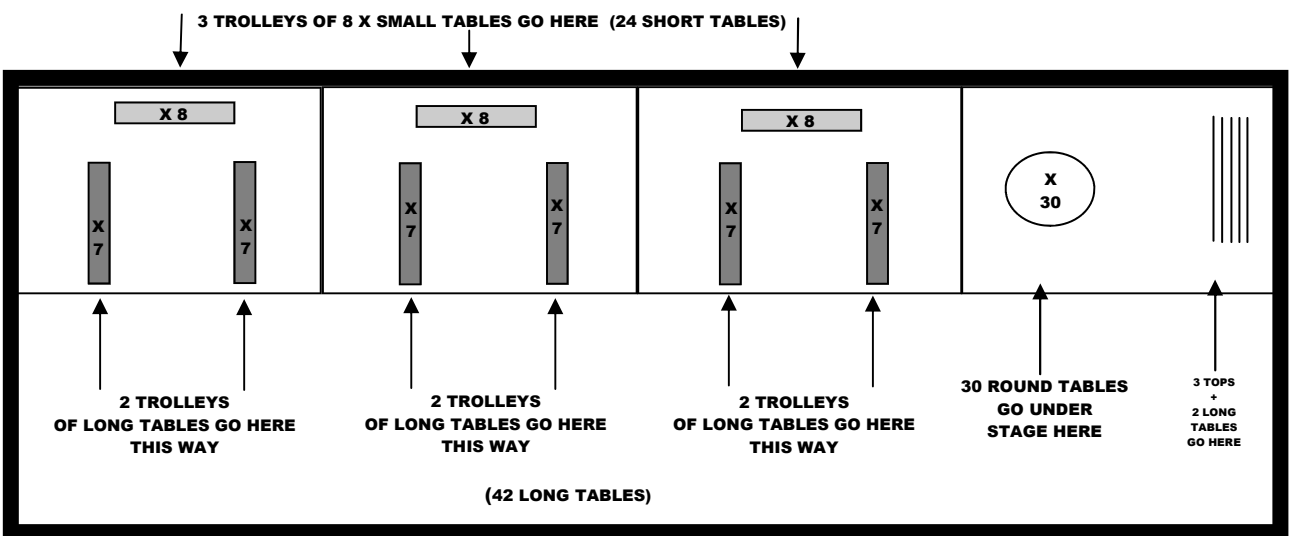
Any discrepancies with inventory counts must be reported to Management immediately

# IMPORTANT INSTRUCTIONS ON PACKING AWAY CHAIRS & TABLES WITHOUT THE LOSS OF YOUR BOND

## SIDE STORE ROOM FOR CHAIRS, TRESTLE LEGS, SMALL TABLES & STAIRS ONLY



## UNDERNEATH STAGE LONG & SHORT TABLE STORAGE



## FLOATING TROLLEYS IN LARGE HALL





**IMPORTANT INSTRUCTIONS  
ON PACKING AWAY  
CHAIRS WITHOUT THE LOSS OF YOUR BOND**



**STEP 1.**

**Stack maroon & silver framed chairs  
12 high x 8 wide in 2 rows (96 + 4 single chairs)  
Tight against wall**



**STEP 2.**

**Next stack maroon & black framed chairs  
8 high x 6 wide  
Tight against the wall keeping within the lines**



**STEP 3.**

**Repeat rows ensuring there are 4 stacks of 8 chairs in  
each black marked square as pictured  
(32 per square, 96 per line)**



**STEP 4.**

**Repeat rows ensuring each square has 32 chairs  
and each row has 96 chairs, all neatly stacked & tight  
against the wall & within the lines**



**STEP 5.**

**Repeat rows of 96 chairs 4 times all the way to the  
back as pictured, tight against the wall  
& within the lines**



**STEP 6.**

**Once the 384 chairs have been stacked neatly,  
the remaining 2 stacks of 8 chairs  
can be left here as shown**

**IMPORTANT INSTRUCTIONS  
ON PACKING AWAY  
TRESTLE LEGS WITHOUT THE LOSS OF YOUR BOND**



**STEP 1.**

**Fully stack first trolley with trestle legs as per the picture indicates**



**STEP 2.**

**Stack remainder of trestle legs on second trolley**



**STEP 3.**

**Leave both trolleys side by side at end of chair storage area as per picture**