



BURGHER ASSOCIATION (AUSTRALIA)

INCORPORATED (BAA)
358 Houghton Road, Clayton 3168

Postal Address
P.O. Box 75, Clarinda, Victoria 3169

Dated this day of202.

FOUNDED 2nd February 1980.

Hiring of Hall at 358, Houghton Road. CLAYTON

Registration No. A 7821 (Please note Sound System/Projector & Automated Screen is not for hire)

A.B.N. 28 890 322 651.

Contractual Agreement including Conditions of Use

I/We of confirm that I/We is/are over the age of 18 years as the signing of this agreement and state that

- The Victorian Motor Vehicle Driver's Licence ID of **one** of the persons named above entering into this agreement, whose name is and is Driver's Licence ID who can be contacted on Phone.....
- The stated purpose of use is for.....
- Hire date /Entry time** to venue for arranging purposes is
- Hours of operation** Friday/Saturday 10AM to 12 Midnight, other days 10AM to 10PM(refer note below)

I/We accept that as hirer/s, we will

- Perform a general clean of all equipment (stove/oven/bain-marie/microwave/fridge/ freezer/ dishwashers etc) used in the kitchen. The bain-marie must be drained of all water and the filters in the dish washers emptied and cleaned
- Place all rubbish on floors and on tables in and around the hall and in the kitchen areas into the container that is situated outside the building at the rear
- Stack chairs five (5) High around the hall walls and fold all tables against the walls around the hall
- Take all necessary action to ensure that I/We will be absolutely and solely responsible for any liability and/or damages during this period of hire by the payment financially for all such liability claimed by person/s and/or damages to equipment and/or premises direct to the Burgher Association (Australia) Inc.
- Ensure that all guests leaving the function/ceremony are mindful of the neighbours and do so quietly.

A payment of \$100.00 will be deducted from the Security Fee deposit for the cleaning of the premises for next day events. The cleaning performed will entail the following:

- The wiping and the store away of all tables/chairs used in the course of hire,
- The mopping of all floors including the cleaning of the toilet facilities and to sweep the floors clean.
- The cleaning of the insides/outside and sanitization of all areas/equipment used within the kitchen
- The cleaning of all doors and windows (inside/outside) and the replacement of amenities used in the toilets and the topping of the rinse and cleaning liquids to both dish/glass washers

COSTS

Hiring Fee	\$400.00 (\$350 for members)
Security Fee	\$250.00 (<u>\$2000 for age 21+ and under</u>),
TOTAL	\$650.00 (<u>Note any breach of conditions = total loss of security fee</u>)

I/We understand that:

- the amount stated above will be paid at the time of signing or a direct deposit to the Burgher Association (Australia) account at the:
 - NATIONAL AUSTRALIA BANK BSB 083-297 A/C No. 51-5477094
- As the hirers I/we are totally liable for any damages to persons and/or property resulting from or during the said event for which these premises were hired.
- The security of these premises must be ensured at the time. Vacating the premises as directed by the person acting on behalf of the Burgher Association (Australia) Inc. as well as per the guide on the reverse of this document.
- ALL ELECTRICITY TO POWER POINTS IN THE HALL IS AUTOMATICALLY CUT OFF AT 12.00Midnight**
- We received a copy of this double sided document.
- To facilitate return of Security Fee monies could be deposited direct into our bank account with

BSB..... Account Number..... Name of Account.....

Signed (Hirer)

Signed (BAA Premises Manager)

CHECK LIST FOR HIRER BEFORE LEAVING HALL

KITCHEN

1. CHECK THAT THE OVEN IS TURNED OFF.
2. CHECK THAT THE DISH WASHER IS TURNED OFF.
3. CHECK THAT THE GLASS WASHER IS TURNED OFF.
4. CHECK THAT THE HOT WATER BOILER IS TURNED OFF.
5. CHECK THAT THE BAIN MARIE IS TURNED OFF.
6. CHECK THAT THE MICROWAVE OVEN IS TURNED OFF.
7. CHECK THAT ALL APPLIANCES AND TABLE TOPS ARE CLEARED OF ANY RUBBISH.
8. CHECK THAT THE KITCHEN FLOOR IS CLEARED OF ANY RUBBISH.
9. CHECK THAT 2 FRIDGES ARE SWITCHED OFF

HALL

1. CHECK THAT ALL FIVE (5) AIR CONDITIONING / HEATING UNITS ARE TURNED OFF.
2. CHECK THAT ALL SECURITY SHUTTERS ARE CLOSED – **RESPECTIVE DOORS ARE CLOSED**
3. CHECK THAT THE FLOORS ARE CLEARED OF ANY RUBBISH.
4. CHECK THAT ALL DOORS ARE LOCKED.
5. CHECK THAT ALL LIGHTS ARE TURNED OFF.
6. CHEK THAT ALL GATES ARE LOCKED BEFORE LEAVING.

DO'S AND DON'T IN THE HALL

1. WHEN SETTING UP TABLES AND CHAIRS DO NOT DRAG TABLES AND CHAIRS ALONG THE FLOOR (ANY DAMAGE TO THE FLOOR IS AT THE HIRERS COST)
2. NO DECORATIONS TO BE HUNG ON THE WALLS.
3. DÉCOR TO BE USED ONLY ON TABLES
4. NO SMOKING INSIDE THE HALL – **ONLY IN DEDICATED SPACES IN FRONT YARD & USE DISPOSAL BINS FOR BUTTS**

OPENNING & CLOSING OF HALL

THE FOLLOWING ORDER SHOULD BE FOLLOWED WHEN OPENNING PREMISES

1. OPEN METAL DOOR AT REAR OF PREMISES, THEN,
2. ENTRY DOOR TO KITCHEN, THEN,
3. RAISE ROLLER SHUTTER BY USING ELECTRIC OPENER/CLOSER ON RIGHT WALL OF STAGE,
4. UNLOCK FRONT DOOR WITH KEY WHICH WILL ALLOW ENTRY FROM FRONT BY TURNING HANDLE
- 5. REMEMBER THAT ALL 3 FIRE EXIT DOORS (2 SIDE DOORS ON FOOTBALL GROUNDS SIDE AND FRONT DOOR) ARE ALL OPENABLE FROM INSIDE EVEN WHEN LOCKED WITH KEY. THEREFORE SHUTTERS MUST BE RAISED BEFORE ANY ATTEMPT TO OPEN ANY OF THESE DOORS**

THE FOLLOWING ORDER SHOULD BE FOLLOWED WHEN CLOSING PREMISES

1. LOCK FRONT DOOR WITH KEY FROM INSIDE, THEN,
2. CLOSE ROLLER SHUTTER BY USING ELECTRIC CLOSER/OPENER ON RIGHT WALL OF STAGE,
3. EXIT BY EXITING FROM KITCHEN DOOR AND LOCKING IT,
4. EXIT THROUGH METAL DOOR AT REAR AND LOCK IT
5. CHECK THAT ALL GATES ARE LOCKED BEFORE LEAVING.

IT IS THE HIRER'S RESPOSIBILITY THAT THE ABOVE RULES ARE FOLLOWED AT ALL TIMES.

Signature _____
BAA Premises Manager
Date / / 202

Signature _____
Hirer
Date / / 202