



ABN 31 621 821 100

The Chung Wah Association Inc.

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Conditions of Venue Hire

Chung Wah Hall, 128 James Street, Northbridge 6003
Chung Wah Cultural Centre, 18 Radalj Place, Balcatta 6021

1. Bookings can be made by completing a Venue Hire Application Form.
2. A booking is not confirmed until an authorised person from the Chung Wah Association advises the proposed hirer of the confirmation in writing, and payment of deposit received in our office. The amount of deposit is \$500 for Chung Wah Hall, and \$1,000 for Chung Wah Cultural Centre, which represents the bond for the respective venue.
3. The hire fee must be paid in full at least 14 days before the date of hire (event date). Failure to do so may result in a cancellation of the booking.
4. Cancellation: Full refund of the bond and hire fee if notice in writing is given at least 7 days' prior to date booked. Up to 50% of hire fee may be forfeited if notice of cancellation is less than 7 days.
5. The bond will be refunded in full upon completion of event or activity if the venue is returned in a satisfactory condition. Any costs incurred by the Chung Wah Association in extra cleaning, rubbish disposal, repairs, replacement items, etc, will be deducted from the bond, and where the total costs exceed the bond, the additional amount will be payable by the hirer.
6. The hire fee includes the use of the following facilities at each of the venue:
 - Chung Wah Hall – tables, chairs, toilets (kitchen is available on request but no cooking)
 - Chung Wah Cultural Centre – tables, chairs, toilets, stage (kitchen available at a charge on request)
7. A flat fee applies if the kitchen at the Cultural Centre is required for use. Hirer may use the kitchen stove/sinks but must provide and use their own kitchen utensils, crockery and cutlery.
8. The hirer is responsible for:
 - hiring their own skip bin(s) and provide garbage bags for rubbish disposal. This can be organised by the Chung Wah Association through the booking process.
 - ensuring that all electrical connections are made by qualified electricians and/or persons familiar with the equipment in use.
 - arranging their own audio and video equipment and facilities.
 - their members' and guests' safety, and the security of the premises during the period of hire. If necessary, the hirer must employ qualified security personnel to handle gate-crashers and prevent vandalism to Chung Wah premises, assets, and vehicles during the period of hire.
 - returning all tables and chairs to their original positions after use.
 - cleaning the hall and kitchen (if applicable) to its original condition, and dispose of all rubbish appropriately after the event.
9. The hirer is required to have their own public liability insurance for their event or activity during the period of hire. A certificate of currency is required at the point of booking. The hire of these facilities is on the express condition that the Chung Wah Association will not be liable for any loss, damage or injury that may be caused by the condition of the premises, or by the negligence of Chung Wah or its servants or agents. Further that the hirer expressly agrees to indemnify Chung Wah in respect of claim for any loss or damage arising therefrom.
10. Maximum attendance must not exceed the stipulated capacity for each venue as follow:
 - Chung Wah Hall – Main Hall – 100 people
 - Chung Wah Hall – Conference Room – 30 people
 - Chung Wah Cultural Centre – 500 people

Accepted by Hirer:

Signature:	Name:	Date:
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For the following booking:

<input type="checkbox"/> Chung Wah Hall – Main Hall <input type="checkbox"/> Chung Wah Hall – Conference Room <input type="checkbox"/> Chung Wah Cultural Centre	Event Date:
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