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The Chung Wah Association

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Conditions of Venue Hire

1. Bookings can be made by completing a Venue Hire Application Form. Bookings are considered at the monthly Chung Wah Executive Committee Meeting.
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 \$2,000 for Chung Wah Hall, and \$2,000 for Chung Wah Cultural Centre, which represents the bond for the respective venue.
3. The hire fee must be paid in full at least 21 days before the date of hire (event date). Failure to do so may result in a cancellation of the booking.
4. Cancellation: A full refund of the bond and hire fee is given, if notice in writing is given at least 21 days prior to the date booked. However, a partial refund will be given if a written notice is given less than 21 days. If cancelled due to Covid-19 restrictions enforced by WA Government, admin fees and any expenses incurred by Chung Wah Association still need to be charged.
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. Hirer must bump-in and bump-out as per schedule booked. Otherwise, additional hall hire cost will be deducted from your bond at the applicable hourly rate.
7. 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)
8. A flat fee applies if the kitchen at the Cultural Centre is being approved by Executive Committee for use. Hirer may use the kitchen stove/sinks but must provide and use their own kitchen utensils, crockery and cutlery. Additional cleaning fee will apply.
9. 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.
 - Supplying their own toilet rolls and hand towels for use in the bathrooms.
 - 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.

- Pack away and returning all tables and chairs to their original positions after use.
 - Return the hall, change rooms and kitchen (if applicable) to its original condition, and dispose of all rubbish appropriately after the event.
 - Securing all the doors at the end of the time of hire. If all the doors are not secured, causing the security company to be called out before the next morning, the hirer is required to pay \$150 as a deduction from the bond.
10. 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.
11. The WA Government will update and implement COVID-19 restrictions when necessary. The event organiser/hall hirer must continue to refer to the WA Government website <https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-what-you-can-and-cant-do> to ensure all up-to-date mandatory requirements are complied to and follow any relevant COVID Safety Event guidelines at time of the event. Chung Wah Association is not responsible for any incident caused by your non-compliance.

Please observe the following:

- 1) Hand hygiene. Hall hirers must provide your own hand sanitizer for use at the event.
- 2) Maximum attendance must not exceed the stipulated capacity for each venue as follow:
 - Chung Wah Hall – Main Hall – 100
 - Chung Wah Hall – Conference Room – 30
 - Chung Wah Cultural Centre Hall - AGM 500, Dinner and Dance 400 and Indoor Sports 74

12. No pets/animals allowed in the venue.

Accepted by Hirer

I agree to the Conditions of Venue Hire.

Signature:	Name:	Date:
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For the following booking (please tick):	Event Date:
<input type="checkbox"/> Chung Wah Hall, Northbridge – Main Hall 128 James Street, Northbridge <input type="checkbox"/> Chung Wah Hall, Northbridge – Conference Room 128 James Street, Northbridge <input type="checkbox"/> Chung Wah Cultural Centre Hall, Balcatta	