



25 Woods Street, Darwin NT 0800

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AUSTRALIA

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Registered for GST purposes

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APPLICATION TO HIRE THE CHUNG WAH HALL

FOR

(a) A ONE-OFF FUNCTION*

(b) WEEKLY OR RECURRING EVENT *

(*delete one)

We / I, the undersigned, wish to hire the Chung Wah Hall at 25 Woods Street for the following purpose(s)

Name of Applicant / Organisation (*Print*).....

Address:.....Contact Phone:.....

Email Address:.....

Purpose:.....

Date(s) Required*:.....Time(s).....

**if weekly / recurring hire, please state the days required for each week and commencement date.*

Approximate Number of Persons Attending On Each Occasion.....

We / I agree to the following **Conditions of Hire:-**

1. The applicant should take out insurance to cover any damage to the Hall and its fixtures caused by guests attending the above function(s) . A copy of the insurance policy is to be lodged with the Chung Wah Society prior to the commencement of the hire. If the hirer does not elect to seek insurance, then the hirer shall be responsible for any damages and be required to pay for their repair.
2. The hirer shall pay a **BOND of \$800.00** (Eight Hundred Dollars) at least one week before the time of hire. Charges incurred eg hire, air conditioning costs and miscellaneous charges (including extra cleaning charges where applicable) will be deducted from this Bond at the completion of the event/function. The Hirer is entitled to the refund of any balance.
3. A Cancellation fee of \$200 will be deducted from the Bond if less than 48 hours notice is given of cancellation.
4. The hirer will be responsible for obtaining a special liquor licence from the Racing, Gaming and Licensing Commission at the hirer's cost, if it is intended to sell liquor on the premises during the function.
5. A set of keys to the Hall will be provided to the hirer a day before the function and agrees to access the Hall only during the agreed hours for the function including a setting up period beforehand. Keys that are not returned on the due date or are lost will incur a **DEFAULT CHARGE of \$50.00**.
6. The hirer will ensure that all doors and windows are securely closed and locked after the completion of the function and that all lights, fans, air conditioning plant are turned off before departure.
7. All functions are to cease and the hall vacated and cleaned by **01.30am** the next day at the latest.
8. The Chung Wah Society Inc retains the right not to hire out the Hall to any person or organization at any time without giving any reason(s).

Signed (Hirer).....Print Name:.....

Contact Phone (*if different from above*).....Mobile:.....

Email address (*if different from above*).....

Date:

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SEE OVER FOR HIRE RATES

FOR OFFICE USE ONLY:

Date received:.....Diary Noted:.....Hirer advised.....

Bond Received:.....Receipt:.....Keys Issued (Date).....

Amount due for Refund (less all charges)..... Cheque



SCHEDULE OF DAILY RATES FOR HIRE OF CHUNG WAH HALL

Standard Hire Rate:	\$500.00 per night 6.00pm – 1.30am
	\$200.00 per day between 8.00am and 6.00pm
	\$20.00 per hour for air conditioning (in addition to hire rate)

Note: Pre-booking of hall for set up purposes may incur an additional charge that will be additional to above, depending on circumstances and length of requirement. Any air conditioning used during the set up period will also be charged at the standard rate.

Members' Hire Rates: Conditions apply. These will be advised on application.

Other Service/Equipment Charges:

Use of PA System / Sound System	\$50.00
Use of LCD TV and DVD Player	\$50.00
Removal of Rubbish (bulk bin)	\$40.00
Other equipment	to be negotiated
Use of Refrigerator(s)	by arrangement

Items to be supplied by Hirer Garbages (for bagging and/or removal of rubbish)
Crockery/Cutlery/Utensils/Table cloths etc

Items supplied with Hall Mops/buckets/brooms
(no extra charge) Chairs and Tables
Large eskies (but must not be removed from premises)

Long Term hirers (over one week) may be eligible for special rates. Please discuss with any Executive Member.

Hirers are to read the Conditions of Hire overleaf carefully.

Notes :

- Members' rates apply to hire of hall by members for personal use only and not on behalf of another person or another organisation;*
- Members' discounts for hall hire will be subject to a qualifying period of three (3) months membership;*
- Standard Rates to apply to Government Departments, other organizations, and non-members of Chung Wah Society;*
- Guests may use the car park for their vehicles during the function but Chung Wah Society will not be responsible for any damage to or theft from the vehicles parked on site.*