

# IRISH AUSTRALIAN ASSOCIATION Inc

13-15 Carrington St, Adelaide, 5000  
Formed in 1961



## CASUAL CLUBROOMS HIRE AGREEMENT

*The Irish Club is a non-smoking venue. Children under the age of 18 must not be on the premises after midnight. In accordance with our liquor license, drinks (alcoholic or non-alcoholic), MUST NOT be brought onto the premises.*

### Contact Details

Name of Person/Group:	<input type="text"/>
Contact Person:	<input type="text"/>
Phone #:	<input type="text"/>
Email:	<input type="text"/>
IAA Member:	<input type="radio"/> YES <input type="radio"/> NO
If yes, membership number:	<input type="text"/>

### Hiring Times

- Day Midday – 6:00pm
- Evening 7:30pm – Midnight
- From Midnight until 1:00am a surcharge of \$50 per hour will apply.*
- Other times can be negotiated.

### Hire Details

Date of Hire:  Time of Hire: ☐ Day Midday ☐ Evening - Midnight ☐ Other (needs approval)

Estimate attendees: ☐ <50 ☐ 50-100 ☐ 100-150 ☐ 150-200 ☐ >200

### Charges (tick as appropriate)

**Bar Facilities will be provided.**

☐ Hall Hire **\$370** ☐ Bond **\$100** (to be paid on confirmation of booking) ☐ Cleaning **\$75** ☐ Kitchen **\$50**

**NO CASH UNLESS IN PERSON TO IAA COMMITTEE MEMBER AND RECEIPTED**

- Microphones, Crockery, cutlery and linen can be hired at extra cost.
- Full Hire Fee to be paid prior to function
- **DO NOT drag tables and chairs across the floor. DO Not stick tape to walls or floor.**

Please complete this form and return it with bond to:

Hall Hire Co-ordinator  
Irish Australian Association Inc  
13-15 Carrington Street  
Adelaide SA 5000

or lodge directly into our Bank  
Account: BSB: 105-900  
ACC NO: 953185740

For further information please ring, 08 8212 3767

### Office use only:

Date: Bond Received  Initial:

Date: Hire Fee Received (inc. cleaning fee)  Initial:

Amount received:

Date: Bond Returned  Initial:

Full Bond Returned: ☐ YES ☐ NO

If No, note reasons:

Signed:



## SCHEDULE OF TERMS AND CONDITIONS

### IRISH AUSTRALIAN ASSOCIATION (IAA) OF SOUTH AUSTRALIA

1. The hirer agrees to reimburse the IAA for any damage caused to the premises or it's fixtures, fittings and equipment during the hire period.
  - 1.1. The premises are smoke free.
  - 1.2. No confetti or similar material is to be used within the premises.
  - 1.3. Hirers are responsible for carrying out the provisions of the Liquor License Laws and all regulations made under the Act and must accept all responsibility for the safety of the public in the event of fire or other emergencies during the period of hire.
  - 1.4. Hirers agree not to commit or permit to be committed any act which would prejudice or invalidate any insurance policy or contract pertaining to the premises or any part of the hired property. The hirer will be held responsible for these acts.
  - 1.5. The use of adhesives, adhesive tapes, sticky tape, nails, tacks, drawing pins or similar must be arranged with the Hall Co-ordinator at time of booking.
  - 1.6. Advertising handbills or posters must not be posted within or without the premises unless previously approved by the Committee or Management.
  - 1.7. The IAA reserves the right of entry to any function to ensure that conditions of hire are being observed.
  - 1.8. No booking is considered accepted until the bond and the signed Casual Hall Hire Agreement have been received by the IAA.
  - 1.9. The IAA accepts no liability for any accident, damage or injury arising from the hirer's activity or use of the hall.
  - 1.10. Hirers must ensure that aisles, passage ways and exit doors are kept clear at all times.
  - 1.11. Keys must be appropriately secured at all times. In the event that keys are stolen, lost or misplace, the hirer will be responsible for the payment of replacement keys.
  - 1.12. Children must be supervised at all times and off the premises by 12 midnight.
  - 1.13. The hired premises must be left clean and tidy and as hired at the conclusion of the hire period.
  - 1.14. To avoid floor damage please DO NOT drag tables and chairs across the floor. Decorations must be removed Chairs and trestles must be returned to original areas. If additional cleaning is required, all or part of the bond will be forfeited.
  - 1.15. The hirer is responsible for securing the premises and ensuring that all windows are closed and external doors locked. All lights and appliances (excluding fridges) ie urns, ovens, heaters etc. must be turned off.
  - 1.16. No chewing gum to be brought onto the premises.

I the undersigned agree to the Terms & Conditions listed above.

Signed: \_\_\_\_\_

Date:

Print Name

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