



LATVIAN HALL

LATVIAN CO-OPERATIVE LIMITED

ABN: 36964 426 859

CONDITIONS FOR HIRE OF THE LATVIAN HALL (“the Hall”)

4 Clark Street, Wayville SA 5034

1. Bookings will only be accepted by the Latvian Cooperative Limited Board (“the Board”) or by an authorized employee of the Latvian Cooperative Limited from the person directly responsible for the function. The Caretaker of the Hall (“the Caretaker”) is an authorized employee.
2. All applications for the hire of the Hall must be made on the Latvian Hall Agreement Form authorized by the Board. Approval may be refused by the Board without explanation. Discounts may be available for multiple bookings at the discretion of the Board.
3. A deposit of \$200 (two hundred dollars) shall be paid with each application. In the event of cancellation of a booking, any refund of the deposit will be at the discretion of the Board, but there will be no refund if the booking is cancelled less than 60 days prior to the function. Notice of cancellation must be made in writing to the Board.
4. A bond may be imposed and will re-imbursed subject to compliance with these conditions for hire.
5. The balance of the hiring fee must be paid immediately after the function unless prior credit arrangements have been approved in writing by the Board.
6. The Board reserves the right to alter the charges for the hire of the hall. Bookings accepted prior to any hiring fee changes will be binding.
7. Notwithstanding payment of a deposit or of the charges, the receipt of an application by the Board or by any of its members or employee of the Latvian Co-operative Limited does not constitute a binding agreement. The Latvian Hall Hire Agreement becomes binding only upon its written approval by a Board member or authorized employee of the Latvian Cooperative Limited.
8. During school terms on Saturdays between 9.00 am and 1.00 pm schoolchildren are present in the schoolyard adjacent to the Hall. The person directly responsible for the function shall advise catering staff and other agents of the hirer to exercise caution when delivering supplies in vehicles through the schoolyard to the kitchen entrance.
9. General hire of the hall includes some access to bar and kitchen facilities. Additional charges may apply for use of bar and kitchen facilities depending on their use.
10. The Hall and the associated premises are accessible to the hirer from 1.00 pm until 12.00 midnight on the day of hire. For access and use at other times, permission must be first obtained from the Caretaker and additional charges may apply.
11. The hirer shall ensure that the Hall is vacated no later than one half hour after the expiration of the hiring period. When vacating the premises the hirer is asked to ensure patrons exhibit courtesy to the neighbors of the Latvian Hall by keeping noise to a minimum.
12. At the conclusion of the function the hirer shall leave the hall in a thoroughly clean and tidy condition and all fixtures and utensils in good order and condition, and shall remove all rubbish, refuse and waste matter. Additional charges may be imposed to cover excess cleaning costs.



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13. The hirer shall be responsible for any loss or damage occasioned by or during the hiring and may be subject to further charge. Any repairs are to be carried out only by qualified and reputable trade persons approved by the Board and any replacements are to be only as approved by the Board.
14. Combustibles are not to be used and no nails or other contrivances are to be driven into the walls, ceilings, floors, stage or any other part of the hall.
15. Confetti, rice or the like is not to be used in the hall or near entrances or on footpaths. Breach of this condition may incur an additional cleaning charge
16. Any decorations must not deface the Hall in any way and must in any event have the prior approval of the the Board or the Caretaker.
17. The hirer shall be liable for the payment of fees to the South Australian Metropolitan Fire Service, or a qualified electrician if required to attend due to any activity of the hirer.
18. Use of the sound system or air-conditioning system is to be supervised by the Caretaker or other qualified person appointed by the Board and must not be used without prior consent of the Board or the Caretaker.
19. All lights on the premises are to be switched on and off by the Caretaker. Hall lights will be switched off no later than one half hour after the expiration of the hiring period. A surcharge may apply for additional use of electricity.
20. The hirer shall be liable to obtain any required permits including liquor/alcohol permits and produce such permit or permits to the Caretaker for examination prior to commencement of the function.
21. The Caretaker and any other person authorized by the Board shall have unrestricted access to any part of the Hall at any time.
22. The hirer shall not do or permit anything to be done at or about the Hall which may be or may become an annoyance or nuisance to occupiers of property in the neighborhood or which may prejudice the insurance of the Hall.
23. Entertainment music or amplified sound used in the Hall shall comply with EPA Regulations and not cause complaint or undue detriment to the amenity of the area and if such complaint is made to the police all directions to abate the nuisance shall be observed promptly.
24. The hirer shall be liable to ensure that any electrical equipment brought into the Hall by the hirer or its employees or agents shall comply with all legal requirements in respect of same.
25. The hirer shall be liable to arrange its own insurance cover including public liability insurance in respect of the hirer's function. The Latvian Co-operative Limited will under no circumstances accept any liability for personal injury or damage to property of the hirer, its employees or agents or any person attending the function of the hirer.
26. By signing the Latvian Hall Hire Agreement Form, the hirer acknowledges and accepts all of the above terms and conditions for the hire of the Hall.