



LATVIAN HALL

LATVIAN CO-OPERATIVE LIMITED
ABN: 36964 426 859

Tax Invoice No:

On behalf of (*name of organization*) („**the hirer**”)

I,

Address:

..... Postcode:

Phone: (mob) Email:

hereby apply for the use of the following facilities at the charges listed over:

Large Hall (capacity 450) Small Hall (capacity 100) [please tick as appropriate]

Purpose of Hall hire:

Date(s):.....

Time(s) required: Start:am/pm Finish:am/pm (Day 1)

 Start:am/pm Finish:am/pm (Day 2)

Expected number of attendees:

Will alcohol be consumed/sold at the function? Yes / No

If alcohol will be sold, name of licence holder:

Is security being provided at the function? Yes / No Company name:

The hirer or their authorised person signing this application, is over the age of eighteen (18) years (proof of age may be required) and hereby agrees to pay the fees as required and abide by the attached Conditions for Hire of Latvian Hall.

Signed: Date:/...../.....
on behalf of the hirer

Application approved and accepted: Date:/...../.....
on behalf of Latvian Co-operative Limited

Authorised by the Board of the Latvian Co-operative Limited



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Description	1pm - midnight	
Hire of Large Hall	<i>* GST is to be added to these charges.</i>	
Meetings	\$875	\$
Quiz nights, Concerts, stage plays	\$990	\$
Special stage lighting	\$220	\$
Rehearsals	\$110/hr	\$
Dances, socials, receptions	\$1350	\$
Trade exhibitions	\$1100	\$
Use of bar and/or kitchen	\$215	\$
Use of grand piano	POA	\$
Use of hall sound system	\$170	\$
Use of Data projector, screen and speakers	\$250	\$
Electricity surcharge (for extra lighting, sound)	\$170	\$
Additional charge for late or early occupancy (incl. setup the day before)	\$110/hr	\$
Cleaning fees, by agreement or as required	\$240	\$
School Rooms	\$10/hr	\$
Hire of Small Hall		
Meetings	\$260	\$
Quiz nights, concerts, plays	\$290	\$
rehearsals	\$50/hr	\$
Dances, socials, receptions	\$380	\$
projector	\$55	\$
Additional charge for late or early occupancy (incl. setup the day before)	\$50/hr	\$
<p>EFT payments can be made to:</p> <p>Latvian Co-operative Ltd BSB: 065 000 A/C: 0035 0193 Commonwealth Bank</p> <p>Please provide Tax Invoice number for all payments.</p> <p><i>Prices will be reviewed annually (6/11/2017)</i></p>	Gross Total	\$
	Less Discount (if applicable)	\$
	Sub-Total	\$
	*PLUS GST(10%)	\$
	TOTAL	\$
	Less Deposit	\$
	BALANCE DUE	\$



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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 no later than 14 days before the function unless alternative arrangements have been approved in writing by the Board by no later than 14 days prior to the function.
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 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.

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