

THE HELLENIC MACEDONIAN
CULTURAL CENTRE

HMCC Venue Hire Agreement

Hellenic Macedonain Cultural Centre

VENUE HIRE AGREEMENT

Name of hirer:

Address of hirer:

Contact no:

Email address:

Event type:

Name of individual being celebrated:

Relationship to hirer:

Client agrees to hire and HMCC agrees to make available the use of the main Hall located at 94 Henley Beach Rd Mile End SA 5031 in accordance with the terms and conditions provided to the hirer.

Date of Event:

Set-up starting at:

Event starting at:

Event ending at:

Clean-up ending at:

Clean-up ending at: Yes No

Number of guests expected:

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Due to the historical age and nature of our building and its architectural features, accessibility, decorations, events, and hours of operations will be handled on a case by case basis.

A signed contract and date-hold deposit of ½ the total fee is due on day of booking. · The balance of your hire fee is due fifteen (15) days prior to your event.

Cancellation

Deposit is non-refundable. No refunds of the space rental fees thereafter will be refunded if cancelled 10 days prior to an event, as your agreement to rent HMCC may cause the loss of additional bookings or business. If circumstances beyond the control of HMCC force us to cancel your reservation, HMCC will refund all sums paid. If the full rental payment is not received 15 days prior to your event, HMCC reserves the right to cancel your reservation without a deposit refund. Payments should be made to HMCC via direct bank account payment.

Deposit/Rental Fees

A signed contract and date-hold deposit of ½ of the total event price must be received to reserve your date(s) and time(s). This is nonrefundable. HMCC is forced to cancel and the full deposit will be refunded. The Balance of your space rental fee is due fifteen (15) days prior to your event. No terms are implied or granted and no work will be allowed to commence until full payment is received.

Please complete and sign this form to authorize HMCC to make a debit(s) to your credit card listed below. Once complete, please email to bookings@hmcc.au.

By signing this form you give HMCC permission to debit your account as indicated below. This permission does not provide authorization for any unrelated debits or credits to your account.

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PLEASE COMPLETE THE INFORMATION BELOW:

I, [REDACTED] authorize HMCC to immediately charge my credit account a date-hold deposit in the amount of \$ [REDACTED] (half) of my total hire fee. Note: date-hold deposits are non-refundable. This payment is for my event on (date) [REDACTED]

Please note that the rental fees balance will also be charged to this card fourteen (14) days prior to your event. If you would like to use an alternative payment method (check, additional credit card, cash) for hire fees please specify exact intent and instructions here. [REDACTED]

Please note that if you choose to use an alternative form of payment, payment timeframe remains the same. If the alternative method of payment has not been received by the due date the original credit card will be charged.

Billing Address:

[REDACTED]
[REDACTED]

Billing Phone:

[REDACTED]

Email:

[REDACTED]

Account Type: Visa Mastercard AMEX

Cardholder Name:

[REDACTED]

CVV Number:

[REDACTED]

I authorize HMCC to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the event described above. I certify that I am an authorized user of the credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

Signature:

[REDACTED]

Date:

[REDACTED]