

THE HELLENIC MACEDONIAN
CULTURAL CENTRE

HMCC Venue Hire Ts & Cs

Hellenic Macedonian Cultural Centre - Venue Hire Terms And Conditions

1. Venue Setup

1.1 Air Conditioning

HMCC is air-conditioned at no extra charge including bump in days.

1.2 Banners and Decals

Banners to be used externally and particular placement is subject to approval, and is to be approved by HMCC.

1.3 Care of Venue

No attachment, fitting, fixture or defacement is to be made to the flooring, ceiling, internal or external walls of the building, nor is any ladder or other device to be affixed to, or suspended from, any overhead structure without prior consent of the HMCC. No nail, screw or other device is to be driven into, nor are holes to be made, in any part of the building or its equipment. Other display material, such as loose materials, such as hay, straw, wood chips, bark, etc must be positioned on suitable protection sheets. Cleaning and maintenance charges apply and will be at the discretion of the HMCC.

1.4 Chairs and Chair Covers

The venue has chairs that match the décor of the room and are provided complimentary for all types of set ups. The chairs have a blue cushion and backing, with a steel frame. You are welcome to provide chair covers for your event. Chair covers are to be removed by the client or supplier immediately after the event.

1.5 Dance Floor

The dance floor must not be damaged in any way, either by liquid or heat or table and chairs being dragged over the floor.

1.6 Lecterns and Microphone

A lectern and microphone can be provided on a complimentary basis. Please indicate at booking time if needed.

2. Event Requirements/Set up

2.1 Helium Balloons / Fires and Fireworks

Clients planning to use helium balloons as part of the event must remove all loose balloons from the ceiling of the venue.

Fires, fireworks or extreme sparkler stands are not permitted.

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2.2 Access Times/ Event Timings

As the organiser you will be responsible for the allocation of all timings for your event. Access to your allocated venue/s is from 5:00pm on the previous day until 2:30am on your final day. Unless agreed with HMCC, access to the venue will only be permitted during the period as specified in your booking contract.

Access outside this period will depend on business levels of HMCC and may incur additional charges.

2.3 Noise Level

Music must not be heard outside the venue with doors and windows closed.

Music must cease by 12:30am and hall cleared within 2 hours (unless agreed otherwise).

2.4 Property

No property of HMCC must be removed from the venue by hirer or caterers. The venue provides cutlery, crockery, glassware plus more and this all remains the property of HMCC.

2.5 Room Set Up – Birthdays/Christenings/Family events and Gatherings

The following items are provided on a complimentary basis for banquets and weddings (subject to availability):

- Banquet chairs
- Bar region and fridge (1 x double door fridge)
- Change Room for band and entertainers
- Kitchen facilities/hotplate/deep fryer/industrial dishwasher
- Crockery, cutlery, servingware, glassware
- Dance floor
- Lectern and Microphone
- Room decor lighting package on stage
- Stage – fixed dimensions
- Trestle tables (timber): to seat eight (8) guests
- Table linen: available for hire separately (extra fees)

2.6 Client Supplied Beverages

As the hirer you must obtain a temporary liquor license to supply liquor to your guests. The liquor license held by HMCC does not include private hire.

To obtain a license, please refer to:

SA.GOV.AU - Short term liquor licence (www.sa.gov.au)

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Liquor Licencing Act (South Australia) According to South Australian Government Liquor Licensing Commissioner – Principles of Responsible Serving of Liquor pursuant to Liquor Licensing Act, 1997 – Section 128A, the ACC adheres to the following:

- No supply of liquor to minors (under 18 years of age) or a person acting at the request of a minor
- No liquor promotions will encourage binge drinking or intoxication or are discriminatory or likely to appeal to minors
- No admission of intoxicated persons
- Refusal of service to intoxicated persons
- Fulfil obligations of duty of care for patrons and staff
- Ensure patron behaviour does not adversely impact on the local community and neighbourhood.

For further information on the Liquor Licensing Act (South Australia), please follow this link to the website: <https://www.legislation.sa.gov.au>

2.7 Technology

HMCC can provide audio-visual equipment associated with your event. Please speak to your booking agent for fees.

2.8 Additional structures external

No erection of structures outside the building including marques, lighting towers, heaters, stages, dance floors, tables and chairs, without prior consultation and approval by committee.

2.9 Additional structures internal

No erection of structures inside the hall including but not limited to lighting towers, heaters, stages, without prior consultation and approval by committee.

3 Venue Integrity

3.1 Cleaning

It is the hirer's responsibility to tidy and clean the venue before leaving. This includes all areas such as kitchen, bar and main hall area. However, HMCC uses and recommends **Be Clean Services**. Please call them directly on 1800 954 111, to discuss pricing.

If carpet cleaning is required due to catering stains, then extra charges will be incurred by the hirer.

All rubbish needs to be put into garbage bags provided and placed in appropriate bin at rear of car park.

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3.2 Damage Deposit/Bond

HMCC reserves the right to hold a refundable Damage Deposit/Bond, payable prior to event.

3.3 Animals, Pets or Livestock

No animals or pets, with the exception of Guide or Service dogs, are permitted in the venue.

3.4 Communicable Diseases

The HMCC has an obligation to provide a safe work environment and is committed to ensuring the wellbeing of our staff, patrons, contractors and clients at all times. As a client at the HMCC, you must take reasonable care for the health and safety of both yourself and others.

Please note the following for the hirer and their guests:

- Please do not attend the venue if you are unwell or displaying cold / flu symptoms.
- Practice good hygiene by covering your nose and mouth with a tissue or bent elbow when coughing or sneezing. Dispose of tissues immediately after use and wash your hands or apply hand sanitiser.
- Please refer to the South Australian Government's SA Health website - <https://www.sahealth.sa.gov.au> for the most up-to-date information regarding infectious diseases, isolation requirements and other related matters in South Australia.

3.5 Smoking Policy

The HMCC is a non-smoking venue, including the use of e-cigarettes and their products. Areas outside of the venue ie. the car park has been designated for this purpose.

3.6 Cancellation Policy

HMCC reserves the right to cancel any provisional booking should the signed Hire Agreement and proof of payment of the deposit not be received by the applicable due date.

3.7 Corporate and Social Responsibility

We believe corporate social responsibility is central to modern business. We are very community conscious, take satisfaction in supporting South Australian Hellenic producers, suppliers and not-for-profit organisations, and strive to set and meet high environmental standards.

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4 Payment Terms

4.1 Fees & Payment

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.

4.2 Deposit/Rental Fees

A signed contract and date-hold deposit of \$400 must be received to reserve your date(s) and time(s) - this is nonrefundable. If HMCC is forced to cancel your event, then the full deposit will be refunded. The Balance of your 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.

4.3 Cancellation

Deposit is non-refundable. No refunds of the rental fees 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.

4.4 Finalise Booking

To finalise the booking process, you must complete, upload and email a signed copy of the agreement.

Signature:

Date: