



Hire Application

HIRER:	ABN: (if applicable)
ADDRESS:	
Postcode	
Address & Name for invoices (if different):	
Hiring Purpose (Title of Event)	
Contact Name:	Position: (if booking for company)
Phone/s:	Fax:
Mobile:	Email:
Hiring Date:	Time: (start / finish expected) _____ am/pm to _____ am/pm
Set up date (if different from hire date)	
Style of Room Required (Configuration):	
Conference Style <input type="checkbox"/>	
Number of Rows: _____ Number of Chairs: _____	
Banquet/Dinner <input type="checkbox"/>	
Number of Tables _____ 1.8m round (max 10 chairs per table)	
Boardroom <input type="checkbox"/>	
Number of Trestle Tables _____ Number of Chairs _____	
Catering Requirements: <i>For all catering please contact Jimmy Farham @ COLOSSOS CATERING ph 3846 0682 or M: 0418 452 067 to discuss menus & prices. NB. Hire costs are for Room Hire Only. Drinks will be sold at bar prices..</i>	
Other Requirements or Special Requests:	
Hirers Signature & Date: <div style="text-align: right;">-----/-----/-----</div>	



Terms and Conditions

At The Australian Hellenic Sports Centre our mission is to provide a venue that will meet the need of hirers and their guests in both presentation and quality. In order to fulfil this expectation the following terms and conditions have been designed to ensure your visit and that of future visits will run efficiently.

Tentative Bookings

Tentative bookings will be held for a period of 14 days only after which time if not confirmed, the space will be released without notice.

Confirmation

Bookings will not be confirmed without receiving your Hire Application and the specified deposit amount being received. An invoice will be sent as an indication of confirmation of your booking requesting a deposit. Once the deposit has been received we will provide you with a confirmation letter.

Hire Fees:

Hire fees are as follows (Incl. GST)

- Hall Hire if using centre's caterer and drinks at bar prices \$880.00
- Hall Hire if self catering food & BYO (Friday & Saturday) \$1100.00
- Corporate events (seminars, presentations hall hire only) \$110.00/hr (min 3hrs)
 - Packages including hall hire & cocktail menu incl 1 hr waiter service start from \$20.00 pp (min 40 persons)
- Catering Packages available (includes hall hire, min 100 guests)
 - From \$23.00 person (buffet or Greek banquet style) Drinks served at bar prices.
 - From \$28.00 person (if using BYO option)

Hire fees include tables, chairs, linen and set up, all cutlery and glasses and include cleaning of the facility.

Whilst we can guarantee the Centres' hire fee as quoted, we will endeavour to maintain all associated on costs including our Bar prices, we are occasionally required to pass onto the hirer any additional on costs that have been incurred by the Club as a direct result of a hirer or their guests (ie additional cleaning (kitchen hand) if self catering, security, catering).

Security

Under the Club Managers discretion, Security may be required for events or functions where alcohol is consumed over a two hour period and with a minimum number of 100 guests. Security guard(s) will be hired on a minimum call out of 4 hours at \$39.00 per hour, per guards plus GST. All guards are registered security providers.

Room Set up – changes or additional items.

On the day of your event, we are happy to accommodate all or any requests within reason; however we are limited in certain areas, in particular with AV equipment. Therefore if your event requires specialised AV equipment, we strongly recommend you hire an external AV technician or we can source one on your behalf.

Food & Beverage

No food and beverage of any kind may be brought onto the premises for consumption during an event or function without first having received the approval of club management.



Catering

All catering requirements for events/functions other than those for tenanted clubs are requested to use the centres preferred caterer Colossus Catering (refer to Hire Agreement). Should a hirer wish to engage a third party caterer they must first seek the approval of Club Management before entering into such an agreement. All parties must be satisfied that appropriate Public Indemnity Insurance coverage is in place prior to acceptance. If hirer is engaging the catering services of a third party caterer all equipment including kitchen must be cleaned prior to departure. An additional charge may be applicable if management deems kitchen and cooking utensils including all cutleries are not clean to their satisfaction.

Responsible Service of Alcohol

Please note that the Club operates in accordance with the Liquor Licensing Act that requires all attendees behave in an orderly manner during an event and do not breach the liquor licensing laws or policy, age restrictions apply. Please note that the service of alcohol will not proceed past the trading time of 12am.

Responsibility

Although guests' parking is complementary, it is strictly subject to availability. TAHSC Inc shall not accept responsibility and shall not be liable for the loss of or damage to any vehicle (including accessories, or contents of goods, or articles left inside of the vehicle). TAHSC Inc is not responsible for any loss or damage to personal items whilst using our facilities.

Any damage caused to TAHSC Inc property or fittings during a function, is the financial responsibility of the hirer and any repairs will be rectified immediately and costs will be invoiced to the hirer without delay.

Cleaning

Where an event has created cleaning requirements that are considered in excess of the general and normal cleaning standards, a cleaning surcharge of \$125.00 per hour is applicable. Note that the use of confetti within centre is prohibited.

Deposit Policy

A deposit is required to confirm and hold your booking. A deposit of no less than 50% of the hire fee will be required to be paid within the 14 days after your signed hire agreement has been approved by management. The balance of your hire charge must be paid in full 7 days before your scheduled event date. Invoices will be sent requesting payments. Failure to make these payments could result in your booking being cancelled on our system and the date possibly reallocated.

Cancellation Policy

In the event of your event being cancelled, we understand and share the disappointment. However, the following conditions will apply to cancel bookings:

- Cancellation notice for 30 days or more prior to an event will attract a 50% booking fee deductible from your partial deposit refund. If your deposit was made in full prior to the 30 days period your refund will be subjected to a 10% booking fee.
- Cancellation between 30-14 days prior to an event your deposit will attract 75% penalty fee deducted from your deposit refund.
- Cancellation notice of less than 14 days prior to an event, the deposit will be forfeited.

All cancellations MUST be notified in writing.