

Scandinavian Association
3 Grattan Crescent
Frenchs Forest NSW 2086
Mailing Address: P.O. Box 3027
Willoughby North, NSW 2068



Hall Hire Form

- Hire fees are, (payable on receipt of key):
 \$250.00 for financial members
 \$350.00 other users

PLEASE NOTE: AUDITORIUM SEATING NOT AVAILABLE FOR FIRE SAFETY REASONS

- Refundable deposit—\$200.00—payable on return of signed contract and in addition to the hire fee.
- Contract to be returned within 7 days of receipt to confirm booking.**
- Keys are available for collection by arrangement with Jan Rasmussen (0409 819 245 or 4342 2552) or Bob Robertson (0419 600 874 or 9410 0419), and are to be returned within 24 hours of the function or as arranged in advance.
- Hirer to make own arrangements for public liability and workers compensation insurance (if applicable).
- Premises to be left clean and tidy after use. Do not leave leftover food in the fridges.
- Cleaning of all areas of the premises including:-
 - Kitchen (floors and benches)
 - Toilets
 - Vacuum cleaning of entry area and the main hall floor
 - the clubhouse grounds
 and also includes removal of all garbage from the property. The closest transfer station is Belrose Tip—open 7 days to 5.00 pm—cost approx. \$13.00.
- Cleaning is to be completed by 10.00 am of the following day.**
- If required, cleaning of the premises can be organised with the Scandinavian Association. The current cleaning fee is \$80.00 for a standard clean-up (after food and rubbish has been removed). Ask Jan or Bob for details.
- The hirer will compensate the Association for all breakages and any damage to the building, the external area, furniture or equipment. Please help us keep the lease costs down and report and pay for any losses and breakages of the porcelain.
- Upon departure the building must be secured with all doors and windows locked, kitchen oven and utensils turned off and all lights turned off.
- The hirer is responsible for noise levels. All music and loud noise must cease by 12.00 midnight.
- The Association is authorised by the hirer to use the deposit to cover any costs incurred for cleaning, breakages or damage to the premises.

I accept these condition of hire Name:

Signature: Address:

Hire Date:

Comments: Telephone:

Please return to Scandinavian Association, P.O. Box 3027, Willoughby North, NSW 2068.