



AL SALAM COMMUNITY CENTRE
Marion / Wandana
 HIRE CONTRACT

Hall Hire Fee

Location	Monday – Thursday	Friday – Sunday
Full Centre (includes kitchen)	\$55 p/h	\$65 p/h
Main Hall only	\$35 p/h	\$45 p/h
Hallway (Wandana)	\$15 p/h	\$25 p/h
Kitchen only	\$15 p/h	\$25 p/h
Meeting Room (Marion)	\$20 p/h	\$30 p/h
Aza/Tazia (Condolences)	<p>The hall can be used free of charge for 3 hours per day, for up to 3 days per aza, depending on availability.</p> <p>If additional hours or extra days are needed, the standard hall hire fees will apply.</p>	
Security bond: \$300 for private hires		



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Terms & Conditions of Hire

1. General

- 1.1 The Al Salam Community Centre and its facilities are available for hire by the general public, community organisations and businesses.
- 1.2 These terms and conditions of hire represent the requirements of the Islamic Society of South Australia Inc (the Society) at the time the booking is made.
- 1.3 Any reference to the Al Salam Community Centre or any venue therein by a Hirer in any published matter, wither written or electronic, shall refer to the Al Salam Community Centre by its full title.
- 1.4 The Society reserves the right to refuse any booking without the necessity to give reasons for such refusal to the Hirer.
- 1.5 The Society must be informed of the purpose for which any event area is to use at the time any booking is made.
- 1.6 The terms and conditions and hire fees and charges contained herein may vary from time to time but any such variation shall not negate this agreement and the Society shall not be under any obligation to explain the reasons for any such changes.
- 1.7 Receipt of the signed Booking Contract confirms acceptance of these terms and conditions
- 1.8 Hirers must use facilities in a proper, orderly and lawful manner and must not permit any act, matter or thing which may injure the reputation of the Centre, or the Society.
- 1.9 The Society reserve the right to halt or cease an event if an incident occurs or it is deemed unsafe to continue.
- 1.10 The Society reserves the right to remove a person/s without liability if behaviour is not considered appropriate.

2. Tentative bookings

- 2.1 A hire agreement can only be entered into bu a person over the age of 18 years and is not transferable.
- 2.2 The Society may disregard any booking that is not confirmed within the terms of this agreement and reserves the right to re-let bookings that do not meet the deposit requirements.

3. Confirmed bookings/deposit

- 3.1 Once confirmation of a booking has been received and confirmed by the Society a deposit of the bond must be received by the Society within fourteen (14) days of the date the hire agreement was issued to secure the booking.
- 3.2 The hire fee and bond fee must be paid in full no later than fourteen (14) days prior to the event date.



AL SALAM COMMUNITY CENTRE
Marion / Wandana
HIRE CONTRACT

3.3 Regular hirers will be issued with a monthly account.

3.4 An Invoice will be sent for any additional fees after the event for payment within fourteen (14) days, unless the invoice is related to damages or call out fees. In these cases, invoices will be issued as soon as practically possible.

3.5 A 'Booking Contract' must be completed before the booking can be assessed for its suitability for the Centre.

4. Security/emergency procedure

4.1 Out of hours hirers must arrange a convenient time with centre staff to collect a key to obtain entry to the facility and they must return the key within two (2) working days of their function. Hirers should also allow sufficient time to be shown the procedures of the facility.

4.2 Hirers accept responsibility for the replacement costs of the key if it is lost, stolen, damaged or not returned within two (2) working days.

4.3 If the alarm is activated a call out fee will be charged if it a result of the hirer's acts or omissions.

4.4 Emergency exit doors may only be used in emergencies.

4.5 The Society's after-hours emergency enquiries – contact respective Property Managers.
Marion – Zouheir (0421 024 839) Wandana – Fatah (0401 043 756)

4.6 Hirers must be aware of fire exits and emergency evacuation procedures prior to commencement of their function and must inform their guests of these procedures. Please also observe the locations of, and the instructions on, extinguishers and fire blankets prior to the function. Exit doors must be clear and remain unlocked at all times throughout the function.

5. Bond / damages

5.1 A bond is required to make good any damages that may be caused to furnishings, equipment or building or to cover cleaning or security call out expenses should this be necessary.

5.2 The bond will be refunded within twenty-one (21) days after the function. A complete inspection of the facility will be undertaken to ensure there has been no damage or cleaning/security costs incurred.

5.3 Hirers should respect the property of the centre. Furniture or equipment must not be taken outside of the building without the prior permission of the Society.

5.4 During office hours, all damage, breakages and losses must be reported to centre staff as soon as possible. If they occur outside of office hours, and they effect the security of the centre and its patrons, the hirer must contact the afterhours emergency contact number 0421024839.

5.5 The hirer must immediately reimburse the society for any breakages of furniture, fittings or equipment at a cost determined by the Society.



AL SALAM COMMUNITY CENTRE
Marion / Wandana
HIRE CONTRACT

5.6 For hall hirers, if the cost of the damage is equal to or less than the bond, the amount will be subtracted from the bond. If it is more than the bond, the bond will be withheld and further costs paid by the hirer.

5.7 The Society accepts no responsibility for loss or damage to the hirer's goods or equipment.

6. Cancellation of a booking

6.1 In the event that the hirer cancels a booking, written notification is required at least three weeks prior to the date of booking and a cancellation fee may apply. Cancellations should be addressed to events@islamicsocietysa.org.au

6.2 Except at the discretion of the Society, a hirer wishing to transfer a confirmed booking to an alternate date remains liable for cancellation fees.

7. Insurance

7.1 **One off hirers** – will only be covered by the Society's General Public Liability Insurance Policy if it is for personal use and is to the discretion of the Society, otherwise will require Public Liability Insurance to the value of twenty million dollars (\$20 million) Australia-wide in place prior to the hiring date. A copy of the Certificate of Currency must be provided with the signed Hire Agreement.

7.2 **Regular hirers** – must have Public Liability Insurance to the value of twenty million dollars (\$20 million) Australia-wide in place prior to the hiring date. A copy of the Certificate of Currency must be provided with the signed Hire Agreement.

Hirers without Public Liability must contact centre staff

8. Smoking

8.1 In the interest of public health, and in line with Government Regulations, the centre is a smoke free venue.

8.2 Outdoor smoking is permitted only in the designated area.

9. Performance sound levels

9.1 The Society reserves the right to control the sound levels at your event. As this is a multi-use venue, sound levels cannot be guaranteed, and no liability will be accepted. Consideration should be given to other hirers and the mosque next door. Please advise your guests accordingly.

9.2 Hirers must respect the rights of nearby residents at all times. This includes but not limited to:

- a) not using or doing anything that is noisy, offensive or dangerous so as to cause a disturbance.
- b) not doing anything that causes annoyance, nuisance, or damage to any occupier or owner of nearby property.
- c) not doing anything that may become an offence against any Act of Law.

9.3 Hirers should ensure that guests leave the premises promptly and with a minimum of noise.



AL SALAM COMMUNITY CENTRE
Marion / Wandana
HIRE CONTRACT

9.4 Failure to comply **may**, at the minimum, result in a reduction of bond payment or recover in full of costs incurred if a complaint is made.

9.5 Any attendance by SA Police may result in the bond being forfeited.

10. Parking

10.1 Public parking for up to 21 vehicles is available at the Centre.

10.2 Parking is only allowed in designated areas and no vehicles may be obstructing entry or exit points.

10.3 Emergency exits should not be blocked by any vehicle.

11. Operating procedures

11.1 The hire fee does not include the setting up of seating, tables, equipment or the cleaning of the facility at the conclusion of the function. Such work is the responsibility of the hirer.

11.2 Hirers holding functions during the evenings must ensure all guests leave the premises by 12AM (midnight), allowing time for cleaning.

11.3 If hiring equipment, hirers must liaise with Centre staff for authorisation regarding compatibility of equipment, deliver and collection times.

11.4 Prior to vacating the premises, hirers must ensure that all electrical appliances, gas appliances, lighting and air conditioning are switched off. A surcharge may apply for any equipment left on.

11.5 The hirer is responsible for securing the premises before leaving the Centre. Hirers will be required to comply with any other security procedures specified by Centre staff and as agreed upon by both parties.

11.6 Children must be supervised at all times.

11.7 All personal belongings and equipment must be removed from the hired area. Equipment from a function may be stored or left on the premises only by prior arrangement with Society.

12. Publicity and banners

12.1 There are limited areas available for posters and the positioning of these must be approved by the Society. All displays must be removed immediately after the event.

12.2 Freestanding banners are permitted in the venue, but positioning must be approved by centre staff prior to your event.

13. Prohibitions

13.1 Alcohol is not permitted in any area of the Centre.

13.2 Non-halal certified meats cannot be cooked or prepared in the Centre.

13.3 Confetti or glitter is not permitted in any area of the Centre.



AL SALAM COMMUNITY CENTRE
Marion / Wandana
HIRE CONTRACT

- 13.4 Flammable liquids or other dangerous substances must not be brought onto the premises.
- 13.5 Gun powder or fireworks used for special effects are prohibited in all areas of the Centre at all times.
- 13.6 Except with the prior written approval from the Society, the use of candles is prohibited in the Centre.
- 13.7 Special effects: users should be aware that there are fire detection devices installed through the Centre, therefore the use of smoke and dry ice machines is allowed, on the understanding that the hirer will be responsible for any MFS callout fees should the machine/s the hirer uses set off the Centre's alarms. Laser lights and other special effects are permitted, but only within the interior of the Centre.
- 13.8 **No music is permitted on site under all circumstances.**
- 13.9 **NO GAMBLING of any sort is permitted on site including raffles etc.**

14. Storage

- 14.1 The Centre does not have storage facilities other than event spaces booked by the hirer during the agreed event times.
- 14.2 It is the hirer's responsibility to remove all goods on conclusion of the event. Any goods left and not collected the next business day will be discarded.

15. Art

- 15.1 Artwork and society advertising materials will not be removed for any event except at the discretion of the Society.

16. Cleaning

- 16.1 Limited cleaning products may be provided by the Centre.
- 16.2 A cleaning surcharge will be incurred for any function if the facility has not been left in a satisfactory condition.
- 16.3 Decorations must not be attached to any surface, no blue tac, staples, pins or adhesive tape may be used.
- 16.4 Cooking oil must be disposed of away from the Centre and not poured down the sink.
- 16.5 If using barbecues/spits, you must ensure that they are not in close proximity to the building as they will cause the smoke alarm to activate.
- 16.6 If the premises are left in an unsatisfactory state, the Society will organise a cleaning contractor and the cost will be passed onto the hirer.
- 16.7 The hired area (including immediate outside area) must be cleaned and tidied before vacating the building, with all furniture stacked or restored to its original position unless otherwise indicated.



AL SALAM COMMUNITY CENTRE
Marion / Wandana
HIRE CONTRACT

16.8 It is the hirer's responsibility to ensure the soiled floors are swept, mopped or vacuumed accordingly. Equipment is stored in cleaning closet for general use.

16.9 All rubbish must be placed in plastic garbage bags the deposited in the bins provided outside. It is the hirer's responsibility to remove all excess rubbish that does not fir in the bins.

16.10 Any rubbish left by a group will result in a reduction of the bond returned.

17. Electrical and mechanical equipment

17.1 Hirers wanting to provide any additional sound, lighting or other electrical devices and mechanical equipment, over and above existing Venue equipment, must submit a complete list of such equipment for approval by the Society prior to your event.

17.2 All equipment brought onto the premises must be electrically tagged and tested according to Society requirements. The Hirer will be asked to remove any equipment that is note tagged and tested.