



FACILITY HIRE AND USE FEES & CHARGES			
Description	Members (Paid Up)	Associate Members (Paid Up)	Non-Members & Organisations (Payment in Advance)
Hire of Synagogue and/or foyer and/or deck (incl kitchen used only as a base for warming and serving by caterer)	No charge + \$60 cleaning fee	\$40 per hour (from arrival on site for set-up until the site is vacated following cleaning and pack-down) +\$60 cleaning fee	\$80 per hour (from arrival on site for set-up until the site is vacated following cleaning and pack-down) +\$60 cleaning fee + REFUNDABLE BOND \$500
Hire of library ONLY for meetings and/or presentations	No charge	\$20 per hour +\$70 for set-up and pack-down if needed	\$40 per hour +\$70 for set-up and pack-down if needed
Hire of kitchen and equipment for food preparation	\$50 per 4-hour session (excl cleaning per session) + Shomer fee	\$50 per 4-hour session (excl cleaning per session) + Shomer fee	\$100 per 4-hour session (excl cleaning per session) + Shomer fee

Facility Hire & Use General Conditions

- In order to use or hire the PHC facilities, the Booking Form ([please click here](#)) must be completed and submitted to the PHC office and the booking agreed with PHC.
- The hourly rate applies from arrival on site for set-up until after cleaning and vacation of the premises.
- Facility use and hire is subject to the terms and conditions of use set out in the booking form & below.\



Terms and Conditions relating to the use of facilities and the conduct of events/functions at Perth Hebrew Congregation

The synagogue, foyer, library, deck, kitchen and grounds of the Perth Hebrew Congregation ("PHC") are available to be reserved for functions and events including Jewish life cycle events (eg bar/bat mitzvot, aufruf prior to wedding, weddings, brit milah, baby naming) and other appropriate private functions (eg luncheons, dinners, meetings, presentations or talks).

PHC Policies

1. The PHC reserves the right to amend its policies, terms and conditions, and charges at any time.
2. The PHC facilities can be hired subject to availability and in accordance with the Membership and Fee Policy, the Booking Terms and Conditions and the Terms and Conditions below.
3. The PHC reserves the right to decline the use of any of the PHC premises for functions deemed as not being consistent with the aims and philosophy of the PHC or in contravention of Halacha as determined by the Rabbi of the PHC.

Payments

4. The fees and charges payable in relation to any function or event at PHC are set out in the Membership and Fee Policy and are subject to the Booking Terms and Conditions and the Terms and Conditions below.
5. Charges relating to hire or use of PHC facilities may change at any time until the full payment is received.
6. In order to reserve your booking, you (the "Hirer") must complete a [Booking Form](#). A booking is not confirmed until written confirmation is received from the PHC, and the deposit and any fees and charges are paid in full.
7. A deposit of 50% of the total charge will be required to be paid within 7 days of receipt of the invoice.
8. In the event that the function is cancelled:
 - a. 50% of the deposit is refundable up to 90 days prior to function; and
 - b. the deposit is non-refundable if cancelled less than 30 days prior to function.
9. A bond of \$500 is also required to be paid at the time of paying the deposit. The bond is refundable after the PHC verifies that the venue is left in the same condition as prior to hire and all equipment is in working order. The bond will be retained by the PHC if work is required to restore the venue to its prior condition or to repair or replace damaged equipment.
10. The event will be confirmed in writing by the PHC via email to the address provided by the Hirer after the payment of the deposit and the bond. The onus is on the Hirer to submit a booking form, make payment and confirm the booking.
11. The balance of the charges for the booking including any outstanding fees owed to PHC (including membership and donations/offering) are to be paid 30 days prior to the function. If the PHC is not in receipt of full payment (or a payment commitment plan) for all charges and fees the event may be cancelled, and the deposit may be forfeited.

Set up

12. Unless external hire companies and/or equipment are utilised, the PHC agrees to set up tables and chairs. A layout of the venue will be provided. The venue will be set up in a clean and tidy state ready for your use.
13. A seating and table plan including the number of guests attending the function must be submitted to PHC no later than 15 days prior to the function.
14. Changes to the venue layout will not be accepted less than 48 hours prior to the event.
15. Private functions held on a Saturday must be completed two hours before Mincha on Shabbat.
16. Food or decorations should not be removed by the Hirer, guests or caterer until after Shabbat.
17. A Kiddush must not commence prior to the conclusion of the relevant Shule Service and kiddush by the PHC Rabbi.
18. All functions open to the congregation will be advertised on the noticeboard and announced at services.
19. No nails, staples, paint, screws, tape or glues are to be used. Bluetack is permitted. All decorations must be removed completely at the completion of the function (unless prior arrangements have been made with the PHC eg external hire bump out).

Deliveries

20. All deliveries must be arranged with the PHC office. Office hours are 8.30am - 4pm Monday to Thursday, and 8.30am -2pm on Fridays. (The office is closed Yom Tov, weekends and public holidays). No deliveries can be accepted outside these hours.
21. The caterer of the function must be approved by the Kashrut Authority of Western Australia (KAWA) and PHC and no other food is to be brought into the PHC premises.
22. The Hirer is responsible for providing any religious materials required when the venue is used for Synagogue services.
23. No deliveries can be made to the PHC on Shabbat, weekends or Yom Tov.



Cleaning

24. The Hirer shall ensure that all areas used including the kitchen, are cleaned at the end of the hire period and returned to the same order and condition as prior to the commencement of the hire period. If the Hirer fails to comply, they are liable for any costs involved in cleaning or removing waste matter.
25. If the venue (including the kitchen) is not left in a clean and hygienic condition to the satisfaction of the PHC, then:
 - a. the Hirer shall be liable to for any costs incurred in cleaning the venue; and
 - b. the \$500 bond will be applied towards this purpose.
26. All rubbish accumulated during the hire period must be sorted and placed in the appropriate bins provided. Rubbish bags must be tied up and rubbish must be deposited in the PHC's general or comingled recycling bins in the carpark.
27. If rubbish is left in bags near the entrance to the Shule then the Hirer will be charged \$30 for removal.
28. The cleaning of the kitchen and all equipment/utensils used is the responsibility of the Hirer and is not included in the Hire Fee.
29. It is the Hirer's responsibility to ensure all decorations are taken down and all valuables are taken away before the bump-out time.

Damage, Liability & Security

30. The Hirer is liable for any damage to any property, furniture and/or equipment belonging to or supplied by PHC.
31. The Hirer is required to ensure the security of the facility and PHC accepts no responsibility whatsoever for the security or damage to property or persons.
32. The PHC will not be liable for any act or omission of the Hirer. The Hirer acknowledges and agrees that the PHC will not be held responsible for any loss, theft or damage which may occur to any equipment, furniture, personal belongings or other items brought onto the PHC premises in connection with the hire period.
33. The Hirer releases and indemnifies the PHC, its officers, employees and agents from and against all actions, claims, proceedings and demands whatsoever, including through contract or tort which may be made or brought by any person, body or authority against the PHC, its officers, employees and agents in respect of any loss, injury or damage including death and consequential loss arising out of the Hirer's access to the PHC or the activities undertaken by the Hirer at the PHC.
34. No fireworks, sparklers or any such fire related items are permitted to be used anywhere on PHC premises.
35. All functions must be completed, and the facility vacated, by 11.30pm. Failure to comply will incur an additional \$250 charge and any costs incurred by the security response company.
36. If all terms and conditions as set out above are satisfied (to the satisfaction of the PHC) then the bond will be refunded from 7 business days following the date of the function.