

BOOKING FORM

HTCC Shanti Niketan Facility
81 Ratcliffe Crescent,
Florey ACT 2615.

CONTACT AND EVENT INFORMATION

| | | | | |
|--|---|---|---------------------------------------|---------------------|
| Organisation: | | | | |
| Type of organisation | Community Organisation <input type="checkbox"/> | Private Function <input type="checkbox"/> | | |
| ABN/ACN | | | | |
| Hirer name | | | | |
| Phone | Home | | | |
| | Mobile | | | |
| | Email | | | |
| Postal Address | | | | |
| | Suburb: | State: | Postcode: | |
| Date of event | | Number of attendees | | |
| Session Time | Morning session 8:00am – 1:00pm | <input type="checkbox"/> | Full Day Hire | Half Day Hire |
| | Afternoon session 1:30pm – 5:00pm | <input type="checkbox"/> | Week Day | ** Others: Min 2hrs |
| | Evening session 5:30pm – 9:00pm | <input type="checkbox"/> | Weekend | |
| Start and Finish Time | | | | |
| Event Type e.g. community function, meeting, youth event | | | | |
| Kitchen | YES <input type="checkbox"/> | | NO <input type="checkbox"/> | |
| Other facilities required: | <input type="checkbox"/> Lectern | <input type="checkbox"/> Chairs _____ | <input type="checkbox"/> Sound System | |
| | <input type="checkbox"/> Microphone | <input type="checkbox"/> Tables _____ | <input type="checkbox"/> Projectors | |
| Further information | | | | |

I have read and agree to the Hire Conditions and Agreement of the Hindu Temple & Cultural Centre.

Name and position:

Signature:

Date:

Official Approval:

For any maintenance or urgent issues call HTCC Hall Manager on 0402410332

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Florey ACT 2615

NOTES:

- Evening booking would incur a fee per hour per security guard to be on site before, during and after the period of use. This is to ensure the safety of users of the Shanti Niketan Hall outside of normal business hours. The number of security guards and charges would be advised by the HTCC at the time of booking.
- Booking fees and other charges are to be paid in advance of the event. A 50% Deposit is payable within 24 hours of confirmation.
- The booking will not be confirmed until the Management receives both the completed booking form and a signed copy of the hire conditions and agreement.
- A copy of the Public Liability Insurance of no less than \$20 million is required to be submitted with the completed booking form. Alternatively, be covered under our policy, for a fee as stated below.
- The cleaning charges would apply to all booking. This including cleaning of Hall, Toilets, and Kitchen.
- Strictly only vegetarian food is permitted. There shall be no food containing Garlic or Onion be served in the Hall or from the kitchen.
- Please do not leave your rubbish (boxes, containers, decorations) behind.

COVID-19 SAFETY CONDITIONS

I agree to all the conditions outlined in this form. This acknowledgment is effective for all functions / meetings held at the HTCC Shanti Niketan Hall while health directions remain in effective due to COVID-19, and including any possible future outbreaks.

The hirer will ensure that all the people attending the gathering follow the health & safety guidelines issued by the ACT Government from time to time.

Hire Chargers:

| | Community Rate | Private Rate |
|---|-----------------|-----------------|
| • (A) Hall Hire - 1/2 Day (4 Hours) Hire, including cleaning (Hall & Toilet): | \$ 320.00 | \$ 501.00 |
| • - Full Day, including cleaning (Hall & Toilets): | \$ 800.00 | \$ 1,200.00 |
| • (B) Kitchen - including cleaning | \$ 350.00 | \$ 350.00 |
| • (C) Insurance | \$ 10.00 | \$ 10.00 |
| • (D) Security (Depending on on hours of usage & if required) | \$ _____ | \$ _____ |
| TOTAL CHARGES | \$ _____ | \$ _____ |
| | ===== | ===== |

SIGNATURE

I have read and agree to the Hire Conditions and Agreement of the Hindu Temple & Cultural Centre.

Hirer's Name:

Signed:

Date:

Please note: Booking will only be confirmed when both the completed booking form and a signed copy of the hire conditions and agreement have been submitted and fees & other charges have been paid.