

AUSTRALIA -- CEYLON FELLOWSHIP INC

APPLICATION TO HIRE AND USE THE CEYLON CENTRE 217 CLARKE ROAD, SPRINGVALE VIC 3172.

I _____ (Full name of applicant)

of (Applicant's Address)

Postcode

Telephone: _____ Email: On behalf of (Club or Organization,
if applicable)

Request the use of the above premises on (Date):

From: _____ AM / PM to: _____ AM / PM
[To comply with council regulations, it is necessary for activities to cease at 11:00 p.m.]

Estimated number of persons attending:
[To comply with council regulations, maximum number of persons is 80 in total.]

INSURANCE: Hirers of the premises must have their own public liability insurance. Be aware that the insurance policy of the Australia Ceylon Fellowship does not provide any cover in the event of a claim.

NOISE: Hirers shall ensure that noise levels within and outside the premises are kept to a minimum. Environment Protection (Residential Noise) Regulations 2018 specify that no musical instruments, Electric Audio goods, including stereos, radios, TVs and public address systems be operated after 11.00 p.m on Fridays, Saturdays and public holidays all other days it will be 10.00p.m. Any breach of these noise conditions (excessive noise) that results in a fine or litigation is the responsibility of the hirer.

PARKING: Parking is available in the grounds of the Centre. Do not park on Clarke Road opposite the Centre. This will incur a fine from council parking officers.

CHARGES: MEMBERS: \$225.00 PLUS \$200.00 Bond for Friday or Saturday Night

NON-MEMBERS/ORGANIZATIONS: \$275.00 PLUS \$200.00 Bond for Friday or Saturday Night.

DAYS OTHER THAN FRIDAY OR SATURDAY

MEMBERS: \$150.00 PLUS Bond of \$200.00 (For 4 Hours)

NON-MEMBERS & ORGANIZATIONS:
\$175.00 PLUS BOND of \$200.00 (For 4 Hours)

Members must be Financial at the time of making the booking and are not permitted to make bookings on behalf of non-members.

BOOKINGS: Forward completed application form and cheque to the below address:

Mrs. Jenny Waduge
23 Balgowlah Avenue
Keysborough
Victoria 3173.
Ph-0412814588
Carleen Fairweather-0401962293
Des Kelaart-0408312953

Or Direct Debit to:
ACF INC:
BANK: CBA
BSB: 063615
ACCOUNT:10034511

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CONDITIONS OF HIRE:

1. 1. 1. CANCELLATION FEE:

- Any cancellation of a Ceylon Centre booking that occurs 2 weeks before the scheduled booking date will incur a cancellation fee of one hundred dollars (\$100) and will be payable immediately by the Hirer.
- Any cancellation of a Ceylon Centre booking that occurs within 48 hours of the scheduled booking date will incur a cancellation fee of two hundred dollars (\$200) and will be payable immediately by the Hirer.

1A. WASTE REMOVAL

- Removal of all garbage is the entire responsibility of the hirer.
- **Failure to adhere to the above will result in \$50/= been deducted from your Bond..**

2. TABLES AND CHAIRS

- Tables must be covered by tablecloths and should be properly cleaned before being folded and stored by the hirer.
- Chairs must be returned to storage by the hirer after the function.
Hirers are responsible for set up and clean up of tables and chairs and will be held liable for cleaning, repair or replacement of marked or damaged items.

3. DECORATIONS

- • Pictures presently hanging on the wall must not be removed.
- • Balloons may be hung on the wooden beam. or on the hooks provided for that purpose above the curtain, but not on the walls or under the lights.
- • No drawing pins, blue tac or sticky tape of any kind is permitted on the walls, floor or ceiling. *Failure to adhere to these requirements will result in part or full sum of the bond being forfeited.*

4. SECURITY

- • Candles, open flames or fires of any type, electric or gas, covered or not, are NOT PERMITTED in the building under any circumstances.
- • Ovens, gas cookers, heaters, coolers and fans MUST BE TURNED OFF after the function and should be checked by the hirer before closing up.
- • Light switches MUST BE TURNED OFF.
- • Windows and doors MUST BE CLOSED AND SECURED. Check all the windows, as guests tend to open them.
- • Gates must be closed when the premises are finally vacated.

5. HYGIENE

- • Refrigerator must be emptied of all food, and the inside of the refrigerator must be wiped dry. Refrigerator controls must be turned to I and the fridge closed.
 - • All food must be removed from ovens and cooktops and all surfaces and interiors left clean
 - • Kitchen floor must be mopped. Brooms, dustpan, mop and bucket are available.
 - • Other floor areas should be left clean.
- Failure to adhere to these requirements will result in part or full sum of the bond being forfeited.*

6. NOISE

- • Attendees must leave quietly and refrain from talking loudly and tooting car horns when leaving.

7. LIABILITY

- • Hirers must hold current public liability insurance covering the event
- • Numbers of persons attending functions must not exceed 80 in total
- • Premises must be vacated by 1.00 am

I _____ the above named applicant certify by my signature below that I have received, read, understood and agreed to the conditions of hire of the Ceylon Centre. If I make this application on behalf of an organization I represent, then I confirm that I have the authority to act and hereby agree to these conditions on their behalf.

Name:

Date:

Signature of Hirer:

ACF Representative:

Date: