

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					
Contact Details	Name				
	Mobile				
	Email				
Postal Address					
	Suburb:	State:	Postcode:		
Date of event			Number of attendees		
Session Time	Morning session 8:00am – 1:00pm <input type="checkbox"/> Afternoon session 1:30pm – 5:00pm <input type="checkbox"/> Evening session 5:30pm – 9:00pm <input type="checkbox"/>	Full Day Hire <input type="checkbox"/> Week Day <input type="checkbox"/> Weekend <input type="checkbox"/>	Half Day Hire ** Others : Min 2hrs		
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"/> Microphone *	<input type="checkbox"/> Chairs _____ <input type="checkbox"/> Tables _____	<input type="checkbox"/> Sound System <input type="checkbox"/> Projectors*		
Further information					

*** Extra charges:** **1) Sound & Microphone \$75** **2) Projector \$50** **3) Cleaning \$330.**

<input type="checkbox"/> 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

BOOKING FORM

HTCC Shanti Niketan Hall
81 Ratcliffe Crescent,
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, to ensure the safety of users of the Shanti Niketan Hall outside of normal business hours.
- Booking can only be **confirmed with a 50% deposit** of Booking fees and other charges.
- A completed **booking form and a signed copy of the hire conditions and agreement** is required for booking will not be confirmation.
- A copy of the **Public Liability Insurance** of no less than \$20 million is required to be submitted with the complete booking form. Alternatively, it will be covered under our policy, for a fee as stated below.
- The cleaning charges would apply to all bookings to include cleaning of Hall, Toilets, and Kitchen. Please do **not leave your rubbish** (boxes, decorations, cabbage bags) behind. The Hirer is to return the Property clean. An extra **\$330 is payable if the property is NOT returned cleaned**.
- Strictly only vegetarian food is permitted. **No food containing Garlic or Onion** be prepared or served from the kitchen.

COVID-19 SAFETY CONDITIONS

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.

I agree with all the conditions outlined above.

Hire Chargers:

- (A) Hall Hire - 1/2 Day (4 Hours) Hire :
- - Full Day (8 Hours):

- (B) Kitchen

- (C) Insurance

- (D) Security (Depending on hours of usage & if required)

Plus extra costs (see page 1)

TOTAL CHARGES

Community Rate Private Rate

\$ 320.00	\$ 501.00
\$ 800.00	\$ 1,500.00
\$ 350.00	\$ 350.00
\$ 10.00	\$ 10.00
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
=====	=====

SIGNATURE

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

Hirer's Name:

Signed:

Date:

Bank (CBA) Details: BSB 062-913 ACC 1065-3675 HTCC Shanti Niketan Account

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.
An extra \$330 is payable if property is NOT returned cleaned.