

# BOOKING FORM

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

## CONTACT AND EVENT INFORMATION

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

\* **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:
<b>Official Approval:</b>		

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

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## 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 effect 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 Charges:

	Community Rate	Private Rate
• (A) Hall Hire - 1/2 Day (4 Hours) Hire :	\$ 320.00	\$ 501.00
• - Full Day (8 Hours):	\$ 800.00	\$ 1,500.00
• (B) Kitchen	\$ 350.00	\$ 350.00
• (C) Insurance	\$ 10.00	\$ 10.00
• (D) Security (Depending on hours of usage & if required)	\$ _____	\$ _____
<b>Plus extra costs (see page 1)</b>	\$ _____	\$ _____
<b>TOTAL CHARGES</b>	<b>=====</b>	<b>=====</b>

## SIGNATURE

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

Hirer's Name: <hr/>	Signed: <hr/>	Date: <hr/>
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**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.**