

## SAAY HARARI COMMUNITY CENTER

- **Venue Information**

- Facilities
  - 3 small rooms
  - 1 large room
  - Car park
  - Disability access
  - Tables and chairs
- Capacity
  - Small room 1      1 – 10 seated
  - Small room 2,3    1 – 15 seated
  - Large room        1 – 30 seated
  - Community Hall   Permit Pending

- **Conditions of hire**

- Bookings
  - Requests for bookings for hire must be made in writing using the application form provided. The completed form with booking deposit should be forwarded to the centre. Booking must be made at least one week before the function.
  - Booking will not be held unless full payment is received 3 days before the function.
  - For cancellation a minimum of 7 days- notice in writing is required, otherwise all the hire fee will be retained.
  - Applicants must be 18 years of age or over.
  - The centre reserves the right to refuse a booking.
  - The centre reserves the right to hire or use any other part of the facility at the same time.
  - The hirer is not permitted to sublet any part of the facility or transfer any tenancy.
- Hire fees
  - Booking fee
    - In order to reserve a non-refundable booking fee of \$20.00 shall be payable on application.
  - Hire fee
    - Small room    \$15.00 per hour each
    - Small room for members      TBC
    - Small room for community activity    \$10.00per hour each
    - Large room    \$30.00 per hour

Large room for members TBC  
Large room for community activity \$20.00per hour each  
Community Hall TBC

- Bond
  - A bond of \$250 is payable. Bond money will be returned when the responsible centre staff is satisfied that the hirer has met the requirements stated in the condition of use.
- Repeat users may be charged quarterly, 6-monthly or annually in advance.
- Finishing time is midnight, it may be extended under request, this needs to be discussed with management in advance
- Cleaning
  - The hiring party is responsible for leaving the building in a reasonable clean and tidy condition.
  - All rubbish to be removed by the hirer.
  - The hirer should provide own plastic garbage bags and cleaning products.
  - All surfaces, including tables, chairs and sinks to be wiped clean.
  - All floors to be swept, mopped and vacuumed.
  - Toilets to be left in a clean and tidy condition.
  - All chairs and tables to be arranged as found when started.
  - All brooms and cleaning equipment to be returned to their respective area.

**Note: If cleaning conditions are not met the bond money will not be returned.**

- **Operating Procedure**
  - The centre is not liable for damage to or loss of equipment or food belonging to hirers.
  - All hirers are to respect the right of others including equipment and belongings.
  - Hirer is required to set-up furniture to pre-function layout. Failure to do so before vacating the premises will result in a bond deduction of \$50.00.
  - In case of emergency or fire the hirer is responsible to make sure that everyone has safely left the building including those using the toilets. For all emergencies where **POLICE, FIRE BRIGADE or AMBULANCE are required call 000.**
  - All breakage and damage must be reported promptly to the centre staff on 0402 322 627 (Arif Feki) so that repairs and/or replacements can be effected. Compensation for damage will be required.
  - Children must be supervised by an adult at all times whilst in the facility.

- Hirer is responsible for removing any spillage throughout the hire.
  - The centre is a non-smoking environment.
  - All switches of lights, heating and cooling must be turned off before vacating the centre. Failure to do so will result to deduct fees against the bond.
  - All external exits must be secured and locked before leaving the premises.
  - In the event of any dispute or difference arising through interpretation of these conditions, the decision of the centre shall be final.
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- **Insurance**
    - Short term and casual hire
    - The hirer will not do or neglect or permit to be done or left undone, anything which will affect the centre's insurance policy.
    - The hire includes Public Liability Insurance cover for repeat users. A copy of the insurance policy may be obtained from the centre.
    - Public liability insurance is compulsory. Casual cover is available to be purchased through the centre (excluding private businesses) for a cost of \$26.05.

**Note: The centre management reserves the right to review fees for hire. To have discretionary powers over access and to set any special conditions it sees appropriate provided they fit within the aims and objective of the centre.**

**Thank you for your cooperation**

## SAAY HARARI COMMUNITY CENTRE

### APPLICATION FORM FOR HIRE

All enquiries to be directed to centre management 0402 322 627 (Arif Feki)

A booking will be considered once application form is completed and returned either in person to centre management (Arif Feki) or email [Bookings.SaayAfocha@gmail.com](mailto:Bookings.SaayAfocha@gmail.com).

A booking is only considered confirmed once written confirmation is received by the applicant.

#### Contact Person

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Street Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

Phone (home) \_\_\_\_\_ (bus) \_\_\_\_\_ (mobile) \_\_\_\_\_

Email \_\_\_\_\_

#### Please nominate another responsible person attending

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Street Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

Phone (home) \_\_\_\_\_ (bus) \_\_\_\_\_ (mobile) \_\_\_\_\_

Type of Function \_\_\_\_\_ Number attending \_\_\_\_\_

Date required \_\_\_/\_\_\_/\_\_\_\_\_ Time required from \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm

**(Please make sure to include set up and clean up time)**

#### Facility required (please circle)

small room1  
(1 – 10)

small room2  
(1 – 15)

small room 3  
(1 – 15)

large room  
(1 – 30)

community hall  
(permit pending)

**Hire Fees** (GST included) All fees to be paid a minimum of 5 days prior to the function

Booking fee (non-refundable) \$20.00

Date paid \_\_\_ / \_\_\_ / \_\_\_ Receipt No. \_\_\_\_\_

Fee per hour \$ \_\_\_\_\_ x Total hour \_\_\_\_\_ = Hire fee \$ \_\_\_\_\_

Date paid \_\_\_ / \_\_\_ / \_\_\_ Receipt No. \_\_\_\_\_

Refundable bond \$ 250.00

Date paid \_\_\_ / \_\_\_ / \_\_\_ Receipt No. \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

Payment options

In person cash

Bank transfer:

-Account name: Australian Saay Harari Association

-BSB: 06 3253

-Account number: 1030 8110

**Cancellation** must be made in writing 7 days before the function or hire fee will not be returned. The hirer agrees to indemnify and keep indemnified and to hold harmless the centre, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them arising out of or in relation to this agreement. I agree with all of the conditions outlined in the community centre function hire – conditions of use.

Signature of applicant \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_

Centre Staff Signature \_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_