



Canberra Islamic Centre

221 Clive Steele Avenue, Monash ACT 2904. GPO Box 7175, Greenway ACT 2900.

Phone: 02 6292 0602. Email: info@cic-anil.org.au.

VENUE HIRE FORM

Hirer Details:

Name:	Last:	First:
Address:	Suburb:	Post Code:
Contact Details:	Tel:	Mob:
	Fax:	Email:

Booking Details:

Available Venues	Tick	Required Date (s)	Required times		
			From	To	Others
Main Hall: Capacity: seat 500, buffet 800					
Dining Hall: Capacity-seat 60, buffet 100					
Meeting Room: Capacity-seat 25					
Kitchen ^(a)					
Purpose of hiring					
Number of people attending			Garbage Disposal ^(b) : Self () / CIC ()		
Additional requirements (if any)					

^(a) Commercial sized cooking pots and serving dishes/utensils are available with hiring the hall and kitchen without additional cost.

^(b) Garbage disposal fee is \$50 per bin (660 Litre capacity) managed by Cleanaway Transpacific Pty Ltd under agreement with CIC. The hirer must fill the bin as per Australian waste management procedure.

Public Liability Insurance: [Note: It is the hirer's responsibility to ensure public liability insurance coverage for their function. By signing this form, the hirer exonerates CIC from all responsibilities and liabilities.] Please provide details. Insurance for one day activities / events can be purchased from different providers, like www.localcommunityinsurance.com.au, www.nfp.com.au, etc.

Insurance Company:					
Address:					
Policy Number:					
Policy validity:	From:	/	/ 20	To:	/ / 20
Amount of Public Liability:					
Certificate of currency:	Attached ()	Not attached ()			

The hiring charges are detailed in the following page. You need to send the first page only for booking purpose. CIC reserve the right to change, reduce or waver of these charges any time without showing any reasons there for.

I/We accept the Conditions of Hire of the CIC facilities as detailed within this form and shall abide by the hiring rules mentioned under the "CIC Venue Hire Terms & Conditions." Please do not attach the condition details to this form.

Name of Hirer: _____ Signature: _____ Date: _____

CIC use only: Activities Clarified: Booking confirmed:
 Deposit Received: Amount: _____ Receipt No: _____

Other Remarks (if any):

Accepted by: _____ Date: / /20...

CIC FACILITIES HIRE CHARGES

Facilities/Timings	Main Hall	Dining	Kitchen	Security	Remarks (if any)
Schedule A	For CIC members and other individuals				
Full Day (8:00AM to 10:00PM)	\$900	\$300	\$300	\$300	\$1800 with refundable \$300 security deposit
Evening (4:00AM to 10:00PM)	\$750	\$250	\$300	\$300	\$1600 with refundable \$300 security deposit
Morning (8:00AM to 2:00PM)	\$600	\$200	\$200	\$300	\$1300 with refundable \$300 security deposit
Hourly Rate (8:00AM to 10:00PM)	\$125	\$50	\$75	\$300	Minimum 4 hours apply
Schedule B	For deceased family members and non-profit organisations				
Any time (8:00AM to 10:00PM)	\$300	\$150	-	-	For 4 hours limit max
Schedule C	For assets to take away outside CIC complex on rent				
Cushion Chair	-	-	-	\$200	\$10 per item per day
Folding Tables	-	-	-	\$200	\$15 per item per day
Cooking Pots	-	-	-	\$200	\$100 per item per day
Hot Water Urn & Projector	-	-	-	\$200	\$100 per item per day
Bain Marie & Refrigerator	-	-	-	\$500	\$300 per item per day

Notes on Hire Charges:

- The **Schedule A** rates are applicable for CIC members and individuals only for their private functions. Should they like, all CIC members, life or foundation, are eligible for 10% deduction on venue hire charges only.
- The **Schedule B** rates are only for members of the deceased family for organising the Quran recitation, dua and condolence meetings in the Main Hall or Dinning space. Same rate will be applicable to the non-profit community organisations in the Main Hall or Dinning space. They will also be allowed to serve only refreshments for their functions. Otherwise Schedule A rates will be applicable.
- The **Schedule C** rates are only for members or community organisations who wants to take away CIC assets for their use. All rates are for 24 hours only. All items must be returned in clean and good condition. Otherwise security deposit will be adjusted.
- Corporations, Diplomatic Missions, Government Offices and Embassies will be charged at 150% of the rates mentioned in Schedule A.
- The hire charges include the cleaning costs of used venues, foyer, male and female bathrooms for each type of hiring.
- CIC available assets – tables, chairs, air-conditions, audio-visuals, cooking pots, pans, serving utensils and garbage bins are free of charge for use with all bookings.
- The hirer must return the facilities in pre-use condition, eg, staking of tables, chairs, collection of all visible dirt/objects from floors and empty into the garbage hopper. Cooking pots and serving dishes, if used, must be cleaned and restore into the selves.
- The recycle items and general garbage must be separated. The recycle need to be disposed by the hirer into ACT Government's Tuggeranong Recycle Centre at Scollay Street, Greenway ACT 2900 free of charges.
- All applicant must fill the prescribed hire form and send it to info@cic-anil.org.au by email or submit the hard copy to any member of the Centre Management Committee. The form is available hard copies from office and from the CIC website www.cic-anil.org.au under Form tab.
- Security Deposit need to be paid with the booking and is fully refundable if the facilities/venues/items are returned without any damages and/or breakages. Otherwise the actual cost will be recovered from the deposit.
- All hiring charges with security deposit must be paid at least 7 (seven) days before the function date and get confirmation. Otherwise the booking will be cancelled.
- The hire charges can be paid in cash or can be transferred or directly deposited into the following CIC account:

Bank Name: St George
 Branch Name: South Point, Tuggeranong
 Account Name: Canberra Islamic Centre
 BSB Number: 112-908
 Account Number: 419 498 004.

- Please email your electronic transaction receipt to info@cic-anil.org.au for booking confirmation. Feel free to contact the Centre Management representative **Ali Akbar on 0435 010 155** anytime should you have any other queries.