

In the name of God, the Compassionate, the Merciful



Canberra Islamic Centre

221 Clive Steele Avenue, Monash ACT 2904. GPO Box 186, Calwell ACT 2905
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VENUE HIRE FORM

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

Booking Details:					
Available Venues	Tick box	Required Date (s)	Required times		
			From	To	others
Main Hall (Capacity 400-500)					
Small Hall (Capacity 40-50)					
Meeting Room (Cap 12-20)					
Kitchen *					
Computer Lab & Conference*					
Purpose of hiring:					
No of people attending:		CIC to dispose rubbish (add. cost \$50.00) : Yes () / No ()			
Additional requirements:					

*Computer lab and Conference facilities are available with optional equipments such as Light Pro projector, overhead projector, screen, white board, video /DVD player etc. Optional working lunch morning and afternoon tea is also catered for. Kitchen is available with large and small cooking pots, serving dishes, spoons etc. Please call/email for charges and more details.

Public Liability Insurance Details: [It is the hirer's responsibility to take out public liability insurance for their function. By hiring the venue, the hirer exonerates CIC from all responsibility and liabilities.] Please provide details if applicable.

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

I/We accept the conditions of hire of the CIC facilities and shall abide by the rules of hire as outlined in the 'CIC Venue Hiring Rules' on the reverse.

Name of Hirer/Agent (IN BLOCK LETTERS): _____

Signature: _____ Date: _____

CIC use only:

Booking confirmed Deposit Received Activities Clarified

Receipt No: _____ Date: _____

Other remarks (if any):

Signature of FC/Centre Management Committee member:

Canberra Islamic Centre Venue Hiring Rules

Conditions of Hire

- The CIC Centre Management Committee has the right to accept or refuse any or all applications for hire.
- The CIC venue will not be used for any non-Islamic activities or activities that compromise or violate Islamic values and principles.
- Explicit activities that are not allowed in the CIC hired venue is 'consumption of alcohol, bringing and eating of pork or pork products, performing other religious practices like idol worshipping etc'.
- Hirer must conform to the above conditions. If in doubt, the onus is on the hirer to clarify the activities they wish to have in the hired facility that may or may not violate Islamic principles prior to hire and payment of deposit.
- Fees and charges are to be set up by CIC executive or its nominated body at the beginning of each financial year and are subject to change. A cleaning bond of \$200 will be required with all confirmed bookings.
- Any bookings will be confirmed by CIC within two days of booking by telephone or in writing. Payment for hire to be made at least 7 days prior to the hire date; otherwise booking will be cancelled.
- Catering is available through approved CIC caterers (details available at the time of booking). Arrangements have to be made separately from that of the hall. Use of kitchen facilities is available at extra cost.
- Hirer is to supply all consumables for their needs. CIC will not supply any disposables for hirer's use
- Facilities must be left in clean and tidy condition, including rubbish disposal, toilet cleaning etc; otherwise the charges for cleaning will be deducted from the cleaning deposit.
- Set up of furniture in the hall or the rooms and tidying afterward is the responsibility of the hirer.
- Booking cancelled in 7 days before the event will be charged 40% of the full fee.
- Same day casual hire will be available subject to availability of room or Hall.
- On site parking is available and parking must not obstruct the passage to other users at the centre facilities.
- It is recommended that public liability insurance for a minimum amount of \$5,000,000.00 or any other amounts should be taken before the event by the hirer at their own expenses.
- CIC shall not be liable for any claims arising out of the use of CIC facilities in respect of injury or any personal or property loss.
- Signed application by the hirer is acceptance of these rules and conditions.
- All equipment will be handed over to the hirer in working condition and to be returned in working condition by the care taker/store person of the CIC.
- It is the responsibility of the hirer to ensure that all equipment are in working condition at the time of hire.
- Fair wear and tear is acceptable but misused and damaged equipment will involve penalty that may be recovered from the hirer.

Rates for hiring: The following rates are valid from 1st Nov 2007 and changeable without any prior notice

Duration	Main Hall	Small Hall	Meeting Room	Prayer Room	Kitchen
Full day **	\$500	\$150	\$175	Free***	\$100 with other bookings
9am to 3pm	\$250			Free***	\$100 with other bookings
4pm to 10 pm	\$300			Free***	\$100 with other bookings
Hourly rate	\$75	\$50	\$50	Free***	\$50

** For functions with Kitchen facilities full day means 9.00 am to 10.00 pm.

*** Prayer room is available free of charge only for prayer services

Other Important Information to Note :

- Badminton court [when available, booking essential] \$10 per hour
- Hall for youth activities [booking essential] \$10 per hour
- A cleaning bond of **\$200 is required** with booking [except from CIC]. It will be refunded should the CIC venue/s returned in clean and tidy condition, including rubbish disposal, after use. There will be a fee of **\$50 for rubbish disposal** if CIC need to arrange it.
- Hirer need to be in agreement to stop their activities or make it soundless for at least **20 minutes** for each prayer time to perform prayer at CIC. Hirer also needs to minimise speaker sound if there any other activities/programs are occurring at the same time in other rooms.

I/we have read and understood the above rules and my responsibilities as a hirer of the CIC facilities.

-----signature of Hirer/Aaent.