



BOOKING APPLICATION FORM

DATE OF APPLICATION:...../...../.....
DATE OF PROPOSED FUNCTION:..... /...../.....
OR
PERIOD OF PERMANENT HIRING from/...../..... To/...../.....
TYPE/PURPOSE OF FUNCTION:.....
ANTICIPATED No OF PEOPLE:.....
AGREED AREA OF USE:.....
GUEST NAME/HIRER/CONTRACTOR.....
ADDRESS:.....
PHONE (STD):..... MOBILE:..... FAX:.....
EMAIL:.....
ABN No: (if applicable):.....

Are you a financial member of the Australian Kfarsghab Association (AKA)? YES / NO (please circle)

DEPOSIT POLICY:

To confirm your booking, please return this form once signed and completed, with the payment of the deposit of **25% of the Total Hire Rate Fee or \$200, whichever is greater**. If the deposit and this signed application are not returned **within 14 days** of making the booking, the AKA reserves the right to cancel your booking without further notification.

CANCELLATION POLICY:

Confirmed cancellations **must** be made at least 28 days otherwise a **\$200** cancellation fee will be charged. (Such notice period can be waived or reduced in exceptional circumstances).

BOND POLICY

A bond is required for all bookings of the premises. The bond will be refunded within 14 days from the date of function and the hirer has complied with conditions of use. A bond of **50% of the Hire Rate Fee \$.....** will be applicable.

LOSS AND DAMAGE:

The Hirer agrees to pay for all damage caused and pay for any loss of property and equipment at the above premises.

FEES and CHARGES

Schedule of Fees and Charges will be disclosed on application.

Weekend Bookings \$ _____
Weekday Bookings \$ _____
Christenings, Communion and Day Bookings \$ _____
Business/Catering etc Bookings \$ _____
Wakes and Mercy Meals – By arrangement

CONDITIONS OF CASUAL HIRE

1. The hirer must be a responsible person, eighteen years or older who will be held liable to AKA for premises, fittings or furniture, appliances, apparatus during the occupation of the premises.
2. The AKA reserves the right to refuse any booking or to cancel a booking by the giving of as much notice as practicable, where emergency conditions such as urgently needed repairs, or other good reason relating to AKA Function/Activity, where AKA Representatives opinion necessitates such action.

Neither The AKA, nor any of its staff shall in any way be liable for any loss or damage suffered by the hirer, or any firm or corporation supplying any article or service to their hirer, otherwise in consequence of the exercise of this right.

3. All engagements are accepted conditionally upon compliance by the hirer with the requirements of Places of Public Entertainment Regulations thereunder or any relevant act or regulation.

USAGE, FEES & CHARGES

4. The Hirer to have usage of the areas as prescribed on the hiring agreement, and use only that part of the premise for which a fee has been paid.
5. The Hirer must state the nature of the type of function that is to take place and pay in accordance with arrangements schedule of fees and charges.
Where a booking is made for the holding of a function, which in the opinion of the AKA Representative is covered by AKA Schedule of Fees and Charges, AKA reserves the right to impose special conditions and to fix a hire charge considered by the Association Representative to be reasonable, having regard to the nature of the function to be held.
6. The hirer shall not assign or sublet the premises as hired as aforesaid or any part thereof without the written approval of Association.
7. The hirer undertakes that in connection with the use of the facility they will not permit or suffer anything to be done which is unlawful, disorderly or offensive.
8. The hire times as prescribed on the hire agreement must be strictly adhered to.

CANCELLATION

9. The hirer may cancel any booking by contacting the AKA Representative either verbally or in writing by giving at least twenty-eight (28) days notice. (Excepting special circumstances)

SET UP & DECORATIONS

10. The hirer must advise the AKA Representative of his/her intentions with regard to decorating. Nails, screws, or any other fastenings MUST NOT be driven into or attached in any ways to the walls, floors, timberwork, or fittings. Adhesive tape may be used with care. Decorations must not be attached or interfere with the operation of heaters/air conditioning installed in the facility.

ALL DECORATIONS MUST BE REMOVED FROM THE BUILDING. The cost of repair or cleaning resulting from the use of decorations will be deducted from the indemnity bond.

11. The setting up of tables and chairs and/or relocation of dance floor is the responsibility of the hirer as is putting them back into the allocated storage area in safe and neat fashion.

12. Tables & chairs must not be dragged on floor surfaces.
13. All tables used during functions must be covered with tablecloths or paper as provided by the hirer.
14. Furniture and fittings must not be removed from the facility without permission from the AKA Representative. Failure to do so will result in a fee being levied.

ADVERTISING

15. The hirer must obtain the approval of the AKA for the erection of any signs outside the Premises.

OBJECTIONABLE MATERIALS

16. The bringing into the facility or the use therein of fireworks, confetti, chewing gum, or any other articles deemed by the AKA representative to be objectionable, or the placing or throwing of inflammable or other items is expressly prohibited.

ALCOHOL

17. It is the hirer's responsibility to obtain the necessary liquor permits.
 - a. Liquor Licence: Hirers wishing to sell liquor on the premises must apply directly to the Liquor Administration Board, Level 10, 323 Castlereagh Street, Sydney
Phone: (02) 9995-0894
Fax: (02) 9995-0819
Email: liquorapplications@communities.nsw.gov.au
Website: www.olgr.nsw.gov.au/liquor

All licences / permits must be viewed by the AKA representative prior to the date of the function.

No Alcohol to be served after 12 Midnight (Friday & Saturday). All other days are in conjunction with the premise' operating hours.

THE CONSUMPTION OF ALCOHOL OUTSIDE THE HIRED PREMISES IS PROHIBITED.

SMOKING

18. No Smoking permitted in the premises except designated external balcony area. Penalties apply (OH&S ACT) and forfeit of bond.

FIRE REGULATIONS

19. All exit doors are to be kept clear and unobstructed at all times.
20. Exit lights are to be switched on at all times when the facility is in use.
21. Fire extinguishers, hose, and blanket are provided within the facility. This equipment is not to be used inappropriately.
22. No naked flame is permitted within the premises.

ELECTRICAL EQUIPMENT

23. Under normal circumstances, the hirer must not operate the power switchboard unless express permission is given by the AKA.

NOISE POLLUTION

24. All music must cease at **12:00 Midnight**. (Friday & Saturday). All other days are in conjunction with the premise's operating hours. Any music played must be kept to a reasonable level to avoid disruption to adjoining residential areas. The hirer must obey the directions of an authorized AKA Representative. Failure to do so may result in the forfeiture of the bond.

LOSS OR DAMAGE

25. AKA will not accept any responsibility for articles left on the premises.
26. The hirer shall be responsible for the cost of making good any loss or damage caused to the building, surrounding grounds, floor, furniture or fittings arising out of, and in the course of the function.

INSURANCE

- a. Promoters of public functions/Contractors must keep a current an Insurance Policy covering Liability to the Public in an amount of \$10 Million. A Certificate Of Currency from the Insurance Company needs to be presented noting the level of cover & expiry date prior to the function.
- b. Promoters of public functions/Contractors that have a contractual arrangement to have ongoing usage must note Australian Kfarsghab Association as Interested Party on their Certificate Of Currency.

CLEANING AND REMOVAL OF GARBAGE

27. Hirers must leave the areas as hired clean and tidy including:
 - Kitchen
 - Chair and table
 - Toilets – male, female and disabled
 - Foyer and entry area
 - Corridors
 - Designated Smoking area – external balcony
 - Car park and surrounding outside areas.

Failure to do so will result in part or all of the indemnify bond being retained. Minimum cleaning fee to be incurred **\$100.00**.

Cleaning equipment is provided. Please check with the AKA Representative as to the location of this equipment.

28. **The hirer is responsible for the caterers or users of the kitchen to leave it clean as found.**

29. All rubbish can be stored during the function in garbage bins provided within the AKA premises. These bins must be lined with garbage bags as provided by the hirer. At the end of the function all rubbish must be packed in garbage bags and placed in the designated rubbish skip bin located in the parking area. No rubbish is to be burnt.

OTHER CHARGES

30. The hirer will be responsible for any fee which may become necessary as a consequence of the use of the premises by the hirer or which might be caused by persons in the premises at the invitation of or with the consent of the hirer.

These may include, but are not limited to, cleaning fees, unauthorized use of fire equipment, failure to secure property or cause a security response, damage to the facility, equipment and/or grounds.

These fees will be automatically deducted from the hirers bond. If the fees exceed the bond amount, an account will be sent to the hirer to recover the remainder.

PARKING

31. The hirer shall ensure that all vehicles are correctly parked in the designated AKA parking area.

Note: Parramatta Park Trust Parking Area: The hirer should be aware of official opening and closing times and penalties if vehicles are locked in at a night-time. It is the hirer's responsibility to inform persons who in attendance park in this area of opening and closing times. AKA accepts no responsibility, as it is not a designated AKA parking area. Refer to signage boards in car park for opening and closing times. For further information call 1 300 133 456.

OFFICE USE ONLY

SECTION 1 – AGREED HIRE FEE AND BOND

Deposit: \$ _____
Balance of Hire Fee \$ _____ (Payable at least 14 days prior to the function)
Extra's \$ _____ (Payable at least 14 days prior to the function)
Total Hire Fee: \$ _____
Bond: \$ _____ (Payable at least 14 days prior to the function)
TOTAL \$ _____

SECTION 2 - DEPOSIT

Deposit: \$ _____ Date Paid ____/____/____ Receipt No.: _____
Method of Payment: Cash Money Order Cheque Credit Card
Please debit my credit card (please circle) *Bankcard *Mastercard *Visa
Card No.: _____
Cardholder Name: _____
Expiry Date: _____ Signature: _____

SECTION 3 – PAYMENT OF HIRE FEE, EXTRA CHARGES & BOND

Booking Fee: \$ _____ (Balance of booking fee & extra's)
Bond: \$ _____
TOTAL \$ _____ Date Paid ____/____/____ Receipt No.: _____
Method of Payment: Cash Money Order Cheque Credit Card
Please debit my credit card (please circle) *Bankcard *Mastercard *Visa
Card No.: _____
Cardholder Name: _____
Expiry Date: _____ Signature: _____

SECTION 4 – FINALISATION PRIOR TO FUNCTION

- a. Alcohol Licensing Permit sighted? YES / NO (please circle)
- b. Awareness of Emergency procedure given? YES / NO (please circle)
- c. Public Liability Insurance Policy sighted? YES / NO (please circle)
- d. Catering Details (if applicable) updated? YES / NO (please circle)

SECTION 5 – POST FUNCTION

Return Bond: YES / NO (please circle) Bond Returned: \$ _____
AKA Representative Signature: _____ Date Sent: ____/____/____
Refund Sent: YES / NO (please circle) Refund Returned: \$ _____
AKA Representative Signature: _____ Date Sent: ____/____/____