



Canberra Islamic Centre

221 Clive Steele Avenue, Monash ACT 2904. Mailing: GPO Box 7175, Greenway ACT 2900.
Phone: 02 6292 0602. Email: secretary@cic-anil.org.au.

VENUE HIRE FORM

Hirer Details:

Name:	First:	Last:	
Street Address:		Suburb:	Post Code:
Contact Details:	Mobile:	Telephone:	
	Fax:	Email:	

Booking Details:

Available Venues	Tick	Required Dates	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 Facilities ^(a)					
Purpose of hiring					
Number of people attending			660L Garbage bin disposal ^(b) : Hirer ()/ CIC ()		
Additional requirements (if any)					

- ^(a) Commercial size cooking pots and serving dishes are available with hiring the hall and kitchen without additional cost.
^(b) Garbage disposal fee is \$100 per 660 Litre bin managed by Canberra Cleanaway Transpacific Pty Ltd under a business agreement with CIC. The hirer must fill the garbage bins as per Australian waste management procedure. No Recyclable bottles, cans, glasses, paper boxes and hard boards are mixable with general garbage. The hirer must separate and dispose these items in any ACT Govt Recycle Centre free of cost. The nearby Tuggeranong facility is at the Corner of Athlon Drive & Scollay Street, Greenway ACT 2900.

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 organising any one day activities, functions and events can be purchased from different Insurance providers, like www.localcommunityinsurance.com.au, www.nfp.com.au, etc.

Insurance Company:			
Insurer Address:			
Policy Number:	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: / /

CIC FACILITIES HIRE CHARGES

Facilities/Timings	Function Hall	Dining Hall	Kitchen Facilities	Meeting Room	Cleaning Deposit	Remarks (if any)
Schedule A	For CIC members and other individuals					
Full Day (8:00AM -10:00PM)	\$900.00	\$300.00	\$300.00	\$200.00	\$300.00	\$1800 with refundable \$300 Cleaning deposit
Evening (4:00PM -10:00PM)	\$750.00	\$250.00	\$300.00	\$150.00	\$300.00	\$1600 with refundable \$300 Cleaning deposit
Morning (8:00AM - 2:00PM)	\$600.00	\$200.00	\$200.00	\$150.00	\$300.00	\$1300 with refundable \$300 Cleaning deposit
Hourly (8:00AM - 10:00PM)	\$125.00	\$50.00	\$75.00	\$25.00	\$300.00	Minimum 4 hours limit applicable for all
Schedule B	For deceased family members and non-profit organisations					
Any time (8:00AM - 10:00PM)	\$300	\$150	-	-		For 4 hours limit max
Schedule C	For assets to take away outside CIC complex on rent					
Cushion Chair	-	-	-	\$200.00	\$200.00	\$10 per item per day
Fording Tables	-	-	-	\$200.00	\$200.00	\$15 per item per day
Cooking Pots	-	-	-	\$200.00	\$200.00	\$100 per item per day
Hot Water Urn & Projector	-	-	-	\$200.00	\$200.00	\$100 per item per day
Bain Marie & Refrigerator	-	-	-	\$500.00	\$500.00	\$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 Dining space. Same rate will be applicable to the non-profit community organisations in the Main Hall or Dining 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, Cleaning deposit will be adjusted.
- Corporations, Diplomatic Missions, Government Offices and Embassies will be charged at 150% of the rates mentioned in Schedule A.
- For morning, evening and minimum hours booking Maximum 2 hours; and full day booking maximum 4 hours decoration/setting up and setting down will be allowed without charge. If required, more times will be charged at hourly hours rate.
- 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, e.g., 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.
- All applicant must fill the prescribed hire form and send it to secretary@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.
- Cleaning Deposit must be paid with the booking and is fully refundable if the facilities/venues/items are returned in a clean, without damages and/or breakages. Otherwise, the actual cost will be recovered from the deposit.
- All hiring charges with cleaning 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 online or directly deposited into the CIC account with **Bank & Branch Name: St George South Point Tuggeranong; Account Name: Canberra Islamic Centre Incorporated; BSB Number: 112-908; Account Number: 419 498 004.**
- Please email your electronic transaction receipt to secretary@cic-anil.org.au for booking confirmation. Feel free to contact CIC **Secretary on 041 678 151** or **Treasurer on 0435 010 155** anytime should you need clarification or have any other queries.