



Canberra Islamic Centre

221 Clive Steele Avenue, Monash ACT 2904. GPO Box 7175, Greenway ACT 2900.
Phone: 02 6292 0602. Email: bookings@canberraislamiccentre.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			Waste 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 \$100 per event, managed by JJ Richards & Sons 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	Cleaning	Remarks (if any)
Schedule A	For CIC members and other individuals				
Full Day (8:00AM to 11:00PM)	\$1000	\$300	\$300	\$300	\$1900+\$100 for waste disposal if ticked by CIC
Evening (4:00AM to 11:00PM)	\$750	\$250	\$300	\$300	\$1600+\$100 for waste disposal if ticked by CIC
Morning (8:00AM to 3:00PM)	\$600	\$200	\$200	\$300	\$1300 +\$100 for waste disposal if ticked by CIC
Hourly Rate (8:00AM to 11:00PM)	\$125	\$50	\$75	\$300	Minimum hire 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. CIC recommend all to be member of the Canberra Islamic Centre and contribute to build a strong cohesive Muslim community in ACT.
- 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 charge includes a refundable cleaning deposit for used spaces. This deposit will be refunded if the used venues are left clean and tidy acceptable to the Centre Management.
- 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 recyclable items and general garbage must be separated. The recycle boxes, pallets and cartons must be open and flatten before putting into Recycle hopper and general waste bin liners must be tied down before putting into the general waste hopper. The recycle items can be disposed into the ACT Government’s Recycle Centre, situated at the corner of Isabella Drive and Scollay Street, Greenway ACT 2900 free of charge.
- All applicants must fill the prescribed hire form and send it to bookings@canberraislamiccentre.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.canberraislamiccentre.org.au/wp-content/uploads/2024/03/2022-VENUE-HIRE-FORM_REVISED.pdf in the Venue Hire tab.
- 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 by online transfer or cash deposit into the following St George Bank’s CIC account as:

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 bookings@canberraislamiccentre.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. Please include your first name and venue hire in the reference field for online transactions.