

TERMS & CONDITIONS FOR THE HIRE OF ASSETS PALLACONIAN BROTHERHOOD 'LEONIDAS'

This document must be read in conjunction with the Schedule of costs

BOOKINGS: Complete and return the booking form at least one month prior to the function to confirm your booking. Contact Secretary or Facilities for additional information.

Postal Address: PO Box 176 BRUNSWICK VIC 3056 E-mail: kglekas@bigpond.net.au

HIRER DETAILS - See also Assets Schedule below.		BOND
First Name		ADMINISTRATIVE FEE/ BOND OF \$250.00 WILL APPLY. TO ENSURE ADMINISTRATIVE FEE/BOND IS REIMBURSED, THE VENUE MUST BE LEFT CLEAN AND TIDY TO THE SATISFACTION OF THE COMMITTEE OF MANAGEMENT. OTHERWISE BOND IS NOT REIMBURSED AND ADDITIONAL CHARGES MAY APPLY. THERE IS NO APPEAL PROCESS. ADMINISTRATIVE FEE/BOND WILL BE FORFEITED IF LESS THAN 30 DAYS NOTICE IS BEING GIVEN
Surname		
Organisation Name		
Address		
Suburb		
State		
Postcode		
Email		
Phone		

ELECTRONIC FUNDS TRANSFER: REQUEST FOR DETAILS			
BSB:		Account:	
Cheque:		Name:	

INSURANCE		
Yes		I have a current Public Liability Insurance certificate. (Please attach a copy as part of this request)
No		

AREAS OF USE				
Cultural Centre - Standing capacity 50		Information Technology Training capacity 10		Main Hall Banquet capacity 250
Kitchen		Bar		Dance Area

ENVIRONMENT		
Disability Accessible	Fire Escapes	Toilets upstairs and downstairs

DATE AND TIMES		
DATE		MULTIPLE BOOKINGS. Please note that a minimum of 3 hours is required on each selected date. If multiple bookings are required throughout the year, please submit a separate sheet with proposed dates and times.
START TIME		
FINISH TIME		
SET UP		
FUNCTION		
CLOSE		
CLEAN UP		
VACATE		

Name 1		CONTACT. Please provide names of 3 contacts who will be present on the day and be able to communicate with Committee of Management staff:
Contact Number		
Name 2		
Contact Number		
Name 3		
Contact Number		

FAILURE TO COMPLY. The hirer must obey all directions or orders given by the Committee of Management staff as to the management of the facility and functions being conducted. Failure by the on-site contacts to obey directions shall result in Committee of Management staff and/or Police being contacted to close down the function.

Number of people attending			Will the applicant (or anyone on their behalf) be providing food or drinks at the function?	
Type of function	YES	NO	Will alcohol be provided at the event/function?	
Birthday			Will alcohol be available for sale?	
Meeting			Will people attending the function be bringing BYO food?	
Fundraiser			Will people attending the function be bringing BYO alcohol?	
Wedding			Will your function attract any media?	
Dinner				
Market				
Other				

HALL REQUIREMENTS AND USAGE - See also Assets Schedule below.

REQUIREMENTS	YES	NO	NOTES
Will the applicant require the stage?			
How many banquet tables do you require?			
How many trestle tables do you require?			
How many chairs do you require?			
How many bar tables do you require			
Do you require a lectern?			
Do you require a microphone?			
Do you require a PA system?			
Do you require a projector?			
Will you be providing a Band?			
Will you be providing Sound / Lighting?			
Will you be providing a Roving Entertainers?			
Will you be providing a Stalls?			
Other?			

CROWD CONTROLLER INFORMATION: Crowd controllers are required if, alcohol is being consumed, 100 or more guests are attending, and/or the function is deemed high risk by Committee of Management staff. It is the responsibility of the hirer to engage a registered security company and licensed crowd controllers for the function times as indicated above. 2 Crowd controllers are required for the first 100 patrons and 1 crowd controller for every 100 patrons thereafter. i.e. 250 people require 3 crowd controllers.

NOT PERMITTED: Animals, Drugs, Gambling, Smoke Machines, Open Flames, Helium Balloons and Pyrotechnics.

DECLARATION: I am over the age of 18 years and agree that the above information is true and correct and the booking is tentative until confirmed by Committee of Management in writing.

Signature:	Date:
Name (please print):	
Please return completed form to: PO Box 176 BRUNSWICK VIC 3056	
E-mail: kglekas@bigpond.net.au	Secretary: Mobile: 0438353326
Alternative contact:	
These terms and conditions are subject to change without notice.	