

Hire of Islamic Community Hall

53 Vanderlin Drive, Wanguri NT 0810

Organisation/Group Name.....

Contact Person.....

Postal Address.....

Street Address.....

Phone (Bh)..... (Ah)..... Mobile.....

Email.....

Date of Event..... Start time..... Finish time.....

(Including time for set up and pack up)

Type of Event e.g. Wedding/ Birthday.....

Number of people attending.....

Hire Charges (minimum 3 hours).....Tick your requirement. All costs are GST inclusive.

A) With Aircon \$150 OR B) Without Aircon \$ 100

Per hour thereafter \$30 with air conditioner and \$25 without air conditioner

Cleaning and Security Deposit \$100

Conditions of Use

1. The hire fee and deposit must be paid prior to the event.
2. The Hall must be cleaned after use and based on inspection deposit will be returned within 7 days of the event. Ensure that toilets are flushed; hand basins cleaned and floors are swept.
3. Time booked must include allocation for setting up and cleaning after use.
4. Community Hall needs to be cleaned and vacated by 12 midnight.
5. No cigarette butts to be left in car park or anywhere on the ground.
6. All rubbish must be removed from premises.
7. Please ensure noise does not cause annoyance or disturbance to nearby residents.
8. Facility area parking must not contravene any traffic regulations.
9. On leaving, all users are responsible of the security of the Community Hall.
10. A minimum of 24 hours' notice is required for cancellations.
11. Any complaints arising from the usage of the hall may result in refusal of future hall hire.
12. Failure to comply with the above conditions may result in loss of cleaning and security deposit and refusal of future usage.

I/We have read and understood the above conditions applicable to the hire of the hall and undertake to abide by and comply with them.

Name.....

On behalf of.....

Signature.....

Date.....

Office Use Only

Hire Receipt No:

Deposit Receipt No:

Date Key Issued:

Date Key Returned:

Refund Date:
