

**St Brigid's Australian-Irish Cultural and Community Centre**

**Booking Form and Conditions of Hiring**

***Bookings Contact Information:***

*Phone: 0497 352 001 Email: stbrigidscrossley@gmail.com*

*Postal: Friends of St Brigid's Assoc Inc. PO BOX 102, Koroit. Vic. 3282*

**Applicant Name:**

Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Mobile: \_\_\_\_\_ Phone: B/H \_\_\_\_\_

Email: \_\_\_\_\_

**Function description**

\_\_\_\_\_

Date of event: \_\_\_\_\_

Commencement Time: \_\_\_\_\_

Finish Time: \_\_\_\_\_

Preparation Time Required: \_\_\_\_\_

Type of Function: Private / Public / Commercial (Please Circle One)

Number expected to attend: \_\_\_\_\_

**Equipment Details:**

Tables - Number: \_\_\_\_\_ ( max avail - 24 )

Chairs – Number: \_\_\_\_\_ ( max avail-- 150)

Other - \_\_\_\_\_

**Keys:**

Date/time to be collected: \_\_\_\_\_

Date/time to be returned: \_\_\_\_\_



## **Food: Options:**

- Friends of St Brigid's Association Community Catering :**  
Contact 0497 352 001 for FoSB catering options and cost.
- Commercial Catering \***
- Self Catering \***
- No catering**

**\*These incur an additional Kitchen Amenities cost for use of kitchen utilities, appliances, Crockery, Cutlery, etc ...**

### **Kitchen Amenities cost:**

**100 ppl or less: \$1.50 per head (added to venue hire)**

**\$101 ppl plus 1.00 per head (added to venue hire )**

*Price applicable from June 30<sup>th</sup> 2014*

Number of people to be catered for: \_\_\_\_\_

What type of food will be served: \_\_\_\_\_

*(Entrée, soup, main course, dessert, afternoon tea, tea/coffee)*

Name and contact details of Caterer: \_\_\_\_\_

## **Non Commercial Caterers: Temporary Food Permit required**

*If you are not a commercial Caterer you will need to contact Moyne Shire Councils Environmental Health Officer -Robert Jehu, for temporary food registration. When you receive the Temp Food Permit please forward a copy to FoSB @ postal address/email below.*

- Temporary Food Permit is attached

## **Liquor:**

If you are selling alcohol at a public function you will need a liquor licence.

*If you are unsure if you need a license please contact 'Responsible Alcohol Victoria' on:  
Tel: 1300 650 367, Email: [liquor@justice.vic.gov.au](mailto:liquor@justice.vic.gov.au) Web: [www.justice.vic.gov.au](http://www.justice.vic.gov.au)*

- Temporary Liquor license is attached

Please forward a copy of the license to FoSB as soon as possible.

## **Rubbish:**

Disposal of Rubbish: All rubbish is to be placed in bags and placed in bins outside Kitchen.  
Recycling to be placed in appropriate bin.

All dishes are to be cleaned and replaced in appropriate place in the kitchen. Toilets are to be left clean.

### **Use of Drones:**

Drone operators must seek permission from **The Friends of St Brigids Assoc Inc** prior to operating a drone within the grounds of St Brigids precinct. Contact must be made with the committee seeking permission, in writing via email to: [stbrigidscrossley@gmail.com](mailto:stbrigidscrossley@gmail.com)

Use of a drone will only be permitted within the grounds of St Brigids precinct if its use is compliant with the law and CASA regulations and operated by qualified and CASA certified persons in a controlled environment.

Please be informed that flying a drone or filming anywhere outside of the boundaries of the grounds of St Brigids precinct will require consultation and/or permission to be granted by neighbouring properties.

The Friends of St Brigids Assoc Inc is not responsible for the conduct of the drone operator while operating a drone.

For more information regarding Drone regulations/registration: <https://www.casa.gov.au/drones>

### **Public Liability Insurance:**

Public Liability will be required for any individual/group running an event open to the general public. **Private functions do not require public liability.** FoSB cannot provide Public Liability for Third Party events.

Please attach a certificate of Currency to prove insurance. Liability of \$20,000,000 is required.



Certificate of Insurance attached.

### **Conditions of Hire and Procedure**

#### **Bookings**

*-Bookings are considered tentative until receipt of a completed application form and total fee including the appropriate deposit. Tentative Bookings will be held for 14 days.*

*-Hirers under the age of 18 years must have the application form completed and signed by an adult who will be supervising the event.*

#### **Payment:**

*-The balance of payment is due 14 days prior to the function with the security bond as stated on the application form.*

#### **Bond:**

*-The bond is security for any damage to the equipment and/or breach conditions of hire. . The cost of extra cleaning, as a result of the function, will be deducted from the bond. The total bond will be refunded to the hirer within fourteen days after the function , provided the hirer has complied with all aspects of the conditions of the hire. Should the cost of repairing damage to the property or cleaning the property exceed the bond, the hirer shall pay the additional costs. An account for additional costs will be forwarded within 30 days.*

#### **Cancellation:**

*-Cancellation will only be accepted in writing at least 14 days prior to the date of the booking. If these cancellation conditions are not complied with the deposit paid on application will be forfeited.*

**Limit of Hire:**

*-The FoSB have the right to cancel any booking if it is deemed necessary.*

**Emergency Contact:**

*- After Hours emergency contact can be made by telephoning 0477 897 734*

**Indemnity:**

*The user/Hirer agrees to indemnify and keep indemnified and to hold harmless The Friends of St Brigid's Assoc Inc. , it's servants and agents and each of them from and against all actions , costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against it by any of them arising out of or in any way related to the granting of this license and/or the use of the equipment.*

*The Friends of St Brigid's Assoc Inc. is not responsible for any theft, loss, damage or injury suffered by the hirer or any guest or invitee of the hirer , or any person using the equipment during the period of hire, and the hirer indemnifies the Friends of St Brigid's Assoc Inc in respect of all claims for loss, damage or injury caused by any persons or property during the period of hire, or as a result of the use by the hirer of the equipment.*

**Declaration:**

I acknowledge having received and read the document '**St Brigid's Australian-Irish Cultural and Community Centre Booking Form and conditions of Hiring**' and I am fully aware of and accept the conditions, indemnities and other requirements .

I am aware that the conditions of hire may effect my insurance requirements.

**Name:**

**Signature:**

**Position in Organisation:**

**Date:**

# PAYMENT FORM

NAME:

Venue Hire:	\$
Kitchen Amenities Fee: <i>(if applicable)</i>	\$
Catering costs quoted by FoSB <i>(if applicable)</i>	\$
Bond ( Refunded as per terms of agreement)	\$
<b>TOTAL PAYMENT TO FOSB</b>	\$

## PAYMENT OPTIONS:

### Cheque:

Cheque Attached:

Please make out cheque payable to :

Friends of St Brigids Association Inc.

And post along with form to : PO Box 102, Koroit. Victoria. 3282

### Bank Transfer:

Funds Transferred:

**Banking Details:** Please deposit amount into the account below:

**ACCOUNT NAME: FRIENDS OF ST BRIGID'S ASSOC**

**BANK: BEYOND BANK**

**BSB: 325 185**

**ACC NO: 05916491**

Please email remittance and form to: [stbrigidscrossley@gmail.com](mailto:stbrigidscrossley@gmail.com)

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### Office Use Only

- Public Liability
- Temporary Food Permit
- Liquor Licence
- Bond Received
- Tax Invoice Sent
- Copy of Form given to Hirer