



HELLENIC CENTRE BOOKING FORM

For all Members and Non-Members

Booking made by (Name of hirer)						
Address of hirer						
Contact Numbers						
Type of Function						
Number of People attending						
Date and Times of Function						
Which Hall		Upper	<input type="checkbox"/>	Lower	<input type="checkbox"/>	
Security required at Door						
Bond						
Hall Hire Costs confirmed with customer						
Caterer Details (Name)						
Address of Caterer						
Contact Number of Caterer						
Kitchen Requirements						
Crockery and Cutlery						
Cost – Dinner Plates	No		Unit \$		Cost \$	
Cost Bread n' Butter Plates	No		Unit \$		Cost \$	
Cost - Knives	No		Unit \$		Cost \$	
Cost - Forks	No		Unit \$		Cost \$	
Cost - Spoons	No		Unit \$		Cost \$	
Cost - Glasses	No		Unit \$		Cost \$	
Cost – Wine Glasses	No		Unit \$		Cost \$	
Cost - Tea Cups	No		Unit \$		Cost \$	
Cost – Saucers	No		Unit \$		Cost \$	
Cost – Table Spoons	No		Unit \$		Cost \$	
Cost – Urn	No		Unit \$		Cost \$	
Chairs and Tables Required						
Cost – Tablecloths (round)	No		Unit \$	\$14.00	Cost \$	
Cost – Tablecloths (rectangle)	No		Unit \$	\$12.00	Cost \$	
Number of Tables Required	No		Unit \$		Cost \$	
Number of Chairs Required	No		Unit \$		Cost \$	

Cleaning arranged by HCWA	Minimum Charge of \$250 (Extra Cleaning \$50 per hour)
Customer to arrange Cleaners	
Name of Cleaners	
Address of Cleaners	
Contact Numbers of Cleaners	
Confirmed payment in advance (due date)	
Total Hall Hire Fee (Excluding Bond Money)	
Bond Money paid by Cash/Cheque/Card	

CONDITIONS AND REGULATIONS

The bond may be retained for additional cleaning, loss, damages/breakages, time penalties or failure to leave hall as required. Invoices will be issued to recoup any additional cost due to loss or damage resulting from hire. Providing the Centre has been left in good order and condition, and all conditions adhered to, the bond will be refunded approximately thirty days after the hire date. Outside Caterers will have to provide us with a **Certificate of Currency** for Public Liability.

A Compulsory Caretaker is required at all night functions and additional paid Security at the door is required at all large functions (eg 18 and 21 birthdays).

Hire fees and bond are to be paid at least fourteen days prior to the date of hire.

A minimum charge of \$200 (two people for 4 hours) will apply for cleaning of the hall or alternately by professional cleaners of your choice to be cleaned to our satisfaction. Additional cleaning charge of \$50 per hour will also apply.

DECLARATION

I acknowledge the Conditions and Regulations of hire and agree to abide by them. I hereby forward my application to hire the above mentioned facilities of the Hellenic Community Centre.

Signature of Hirer:..... Date:.....

OFFICE USE ONLY

Hire approved (please circle)
 Yes No

Signed Bond \$..... Date.....
 Office Coordinator