



**COLLEGE ASSEMBLY AND CONFERENCE CENTRE
HIRE APPLICATION FORM**

Infrastructure:
Church of "Sts Anargiri"
College Assembly Hall & Conference Centre
Multi-Purpose Hall
Oakleigh Greek Orthodox College
Early Learning Centre K3, K4
Primary School P-6
Secondary School 7-10
VCE/VET 11 & 12
Sts Anargiri Saturday Campus
Elderly People's Home

Name/Organisation:

Address:

Phone (Private) (Mobile)

(Business)

I/We on behalf of the above person/or with the authority of the above Organisation, hereby apply for the use of the hall as detailed below.

Type of Function:

Date of Hire: Time:

Catering Details:

Payment Details

Hire of Hall \$450 - Funerals and Memorials (including cleaning)
Hire of Hall \$650 - All other functions (including cleaning)

Deposit must be paid upon completion of booking form. Deposit is non-refundable.
BOND AND DEPOSIT NOT REQUIRED FOR FUNERALS AND MEMORIALS.
Final Balance must be paid before the date of the function.

Details	Date Paid	Amount	Amount
Hall Hire Cost		\$650	\$450
Deposit Paid		\$100	
Bond Paid		\$200	
Final Balance Paid		\$550	\$450

For booking enquiries call the Church Office, Monday – Friday between 4:00 - 6:00pm on 95696874.
For setting up, access and emergencies, contact Mr Angelo Sardellis on 0415 533 896, Mr Peter Andrinopoulos on 0416 020 865 or Mr Arthur Kakavas on 0437 825 506.
It is important that you read the Conditions of Hire before you sign the Agreement.

COLLEGE ASSEMBLY AND CONFERENCE CENTRE

Conditions of Hire

- 1) This Agreement is made between The Greek Orthodox Community of Oakleigh & District (GOCOD) and
..... ("Hirer")
- 2) The GOCOD agrees to allow the Hirer use of the College Assembly and Conference Centre for the period set out on the Hire Application Form.
- 3) The Hirer agrees to pay the GOCOD the sum specified on the Hire Application Form.
- 4) In case of any disputes arising, the decision of the GOCOD shall be final and conclusive.
- 5) Sub-letting of the College Assembly and Conference Centre is not permitted.
- 6) An amount of \$100 (booking fee) must be deposited with the Church Office to confirm the function.
- 7) Charges for the use of the College Assembly and Conference Centre must be paid at the time set out in the Hire Application Form. A \$100 cancellation fee applies to cancelled bookings.
- 8) An amount of \$200 (bond) must be deposited with the Church Office and the Bond will be refunded in full provided that no damage is done to the College Assembly and Conference Centre and facilities, and the surrounding property is left clean and tidy. Should any damage occur, the GOCOD's assessment shall be final.
- 9) The Hirer will be responsible for any accident, loss, damage or injury suffered by a person using the facilities during the hiring period and any loss, damage or injury suffered by any person on the hired premises and its surrounds.
- 10) The Hirer shall be liable for and shall indemnify the GOCOD against any liability, loss claim or proceeding on respect of any injury, loss or damage whatsoever arising under any legislation or at common law in respect or personal injury or death of any person arising during the hire period.
- 11) Noise (music) must be contained within the requirements of the regulations administered by the City of Monash, music must cease at midnight on Fridays and Saturdays, 10:00pm on Sundays and 11:00pm on all other days.
- 12) The Hirer of the College Assembly and Conference Centre and guests are confined to the College Assembly and Conference Centre and its accompanying facilities and this does not extend to the school and playground.
- 13) The Hirer is aware the College Assembly and Conference Centre is in a residential area and that all persons attending the College Assembly and Conference Centre must refrain from any behaviour which could be reasonably constructed as disturbing the neighbours or infringing on a person's property and/or rights.
- 14) Under no circumstances shall liquor be sold until approval from the GOCOD has been obtained and the necessary liquor permit is sighted at the time of full payment before the function date.
- 15) Normal liquor regulations apply. Alcohol is not to be served to guests under 18 years of age. Beer in bulk containers, such as kegs or barrels, is not permitted.
- 16) No alcohol to be consumed outside the College Assembly and Conference Centre.
- 17) Smoking is not permitted in the College Assembly and Conference Centre. If you wish to smoke outside, all butts are to be disposed of in the containers at the entrance.
- 18) The GOCOD accepts no responsibility for private property left in the College Assembly and Conference Centre.
- 19) Security is your responsibility to ensure that unauthorised persons do not intrude on your function.
- 20) Confetti or rice are not permitted to be thrown on the premises.
- 21) NO nails, staples or sticky-tape are to be used on the College Assembly and Conference Centre walls, windows, doors or stage area. Please use blue-tak. Also, please do not stick anything to the floor surface, because when it is removed it also removes the floor polish.
- 22) The GOCOD make no warranty or representation to the Hirer about the condition of the College Assembly and Conference Centre or its suitability for the Hirer's purpose. Further, the Hirer acknowledges that they have inspected the College Assembly and Conference Centre and warrants that the facilities are suitable for the Hirer's purpose.
- 23) If kitchen facilities are to be used, all appliances must be left in a clean and tidy condition. No food or drink may be left in the fridges after the event.
- 24) Cleaning:
 - a) clean all spills with mop & bucket
 - b) serving area must be kept free of grease
 - c) it is expected that the College Assembly and Conference Centre & kitchen be left in reasonable condition
 - d) floral arrangements to be reasonable size to fit in bins
 - e) all decorations are to be removed at the end of the function
- 25) The cleaning of the College Assembly and Conference Centre is done by our Cleaner. This cost is included in your Hire Fee. All we ask is that you clean up any spillages at the time it happens.
- 26) Before leaving:
 - a) please wipe down tables, put the tables & chairs away and clean large items of the floor
 - b) switch off all appliances and heaters
 - c) please ensure all lights, particularly the toilet lights, are turned off
 - d) all external doors must be closed and locked

AGREEMENT & ACCEPTANCE OF CONDITIONS OF HIRE

I/We hereby confirm my/our request to hire the College Assembly and Conference Centre as set out in the Hire Application and agree to comply with the Conditions of Hire in the Hire Application Form

Hirer's signature:..... Date: