



WERRIBEE ISLAMIC CENTRE



MELBOURNE GRAND MOSQUE CASUAL FACILITY HIRE APPLICATION FORM

Property Address: 70 Wootten Road, Tarneit, VIC 3029

CONTACT DETAILS

Organisation / Name _____

Primary Contact Person: _____

Address: _____

Phone / Mobile: _____ Email _____

PLEASE NOTE:

All individuals, user groups, organisations and schools are required to provide a current copy of Public Liability Insurance
The organisation/individual making the booking will be responsible for any damages that caused during leased date & time.

Hiring Area:

Mosque Prayer Area & Foyer

Large room x 1

Large room x 1

Small room x 1

Small room x 1

OR ENTIRE BASEMENT/COMMUNITY AREA

Start Date : _____

TIME: _____

Number of Guests: _____

Purpose for the hire: Nikah Aqeeqah

Other (Please Specify): _____

Vehicle Register Number: _____

Donation for the Hire: _____

Security Deposit: \$200

Total paid: _____

Payment Options:

Account name: Werribee Islamic Centre Inc.

Bank: Westpac

BSB: 033-695

Acc: 149-434

or

Cash payment can be made in person.

Please follow to make your hire more comfortable and the management of the property more practical and convenient for the caretaker.

TERMS AND CONDITIONS OF HIRE

1. DEFINITIONS

“Booking” means the period for which you have paid to use the venue.

“Property” means 70 Wootten Road, Tarneit, VIC 3029 and all its fixtures, fittings and equipment.

“Management” means the Director Board of Werribee Islamic Centre.

“Hirer” means the person or organisation who hires the venue.

2. ACCEPTANCE & RESPONSIBILITY

- Payment of the Deposit constitutes acceptance of these Terms and Conditions.

3. PAYMENT

- A \$200 refundable deposit must be received for the booking.
- Bookings are not confirmed unless and until this deposit & signed contract is received.
- Payments of the amount due must be received in W.I.C bank account or Direct Cash or Card payment.

4. CANCELLATION OR VARIATION

- If you wish to vary or cancel your Booking, please contact us immediately
- Your payment is non-refundable in the event of cancellation.
- Should you be eligible for a refund it will be made to your nominated bank account upon our request.

5. SECURITY BOND

- A security bond of \$200 is required at the same time as the outstanding balance of your Booking. It will be credited to your nominated bank account once our property has been inspected and deemed left in a similar state to your arrival. We agree to ensure this occurs within 7 Business days of your hire.
- Any damage, loss or expense incurred by Management as a result of your breach of these Terms & Conditions will be charged against the security bond. Examples of this include but are not limited to any breakage, damage or excess cleaning requirements, disposal of excess rubbish left behind by hirer.

6. UNAVAILABILITY

- If the Property becomes unavailable for your occupancy due to unforeseen circumstances (eg. Fire, storm, damage etc) then Management will inform you immediately and any monies paid will be refunded in full.

7. NOISE AND RESIDENTIAL AMENITY

- Hirer must make sure no loud noise are made that will be offensive to neighbours.
- Avoid any such activity that disrupts the prayers and other activities of the mosque.
- Offensive noise is prohibited and may result in:
 - a. Termination of permission to occupy the Property

b. Eviction

c. Extra charges for security and other expenses which may be deducted from Security Deposit.

- Hirer must abide by any noise abatement conditions, standards and orders issued by police or any regulatory authority to minimise impacts upon the residential amenity of neighbours and local community.

8. RECYCLING AND GARBAGE

- Hirer must dispose of garbage and recycling in accordance with the usual practice at the venue and in the allocated bins
- Hirer must not leave excess rubbish in public or common areas. Please ensure all excess rubbish that cannot be disposed off into the bins outside will need to be taken away before leaving the property. Extra charges will apply for any extra rubbish that Werribee Islamic Centre may need to dispose of during your hire. This will be taken out of your security bond/Deposit.

9. PROBLEMS OR COMPLAINTS

- In the case of any problem or complaint, you must inform Management at the earliest opportunity, so Management has the chance to rectify the situation as quickly and efficiently as possible.
- Any complaint, which cannot be resolved locally, must be notified in writing to Management prior to departure from the venue.
- Failure to follow this procedure may hinder the ability of Management to rectify the problem or complaint and reduce or extinguish any claim you may have.

PLEASE MAKE SURE YOU READ THROUGH THE CONTRACT CAREFULLY. IF YOU HAVE ANY QUESTIONS, PLEASE MAKE SURE YOU CONTACT MANAGEMENT TO GET CLARIFICATION.

1. Signature of Hirer / Hirer’s Representative: Date:

2. Signature of Witness: Date:

Please complete and email ASAP to: contact@mgm.org.au

Office Use Only:

Checked and approved by the Secretary Date:.....

Payments:

Refundable Deposit: \$200.00 Payments Donation: \$.....
(Deposit/Donation) received:

Treasurer Date:.....

If Wedding Ceremony, Imam Date

Hiring Authorised: President..... Date.....