

Darusalam Society Community Centre Bookings Form



ABN: 94 926 605 126
1/72-74 Chifly Dr,
Preston Vic 3072

Office Use Only	
Receipt #:	

CONTACT DETAILS

Name: _____

Address: _____

Contact phone numbers: _____

Email: _____

Type of activity: _____

Date of requested: _____

Time of booking: Start: _____ Finish: _____

Number of attendees: _____

CONDITIONS

- NO COOKING
- NO LARGE COOKING POTS WASHING AT THE CENTRE
- PLAYING MUSIC NOT ALLOWED

DEPOSIT:

50%

Payment can be made by bank transfer to our account.

Darusalam society Inc.

Bank Name: Commonwealth Bank

BSB 063-139 **Account** 10275828

Declaration

I agree that I have read the Darusalam society Community Centers and Halls – Terms and Conditions of Hire and agree to abide by these conditions and be responsible for payment of all fees and charges associated with this hire.

Signature: _____

Date: _____

Terms and Conditions for Darusalam Community Centre - Wedding Bookings

Please read these Terms and Conditions carefully before proceeding with the booking of Darusalam Community Centre ("the Centre") for event purposes. By making a booking, you agree to comply with and be bound by the following terms:

1. Booking and Payment:

- 1.1. All booking requests must be made in writing and submitted to the Centre's management.
- 1.2. The booking is confirmed only upon receipt of a signed agreement and the required deposit as specified by the Centre.
- 1.3. The full payment must be settled prior to the event date as outlined in the invoice provided by the Centre.
- 1.4. Payments can be made via approved payment methods specified by the Centre.

2. Cancellation and Refunds:

- 2.1. In the event of cancellation, the hirer must notify the Centre in writing as soon as possible.
- 2.2. Cancellation charges may apply based on the notice period provided:
More than 90 days' notice: Full refund of the deposit.
30-90 days' notice: 90% refund of the deposit.
Less than 30 days' notice: No refund of the deposit.
The Centre reserves the right to retain any additional costs incurred for the event planning and preparation.

3. Event Details and Requirements:

- 3.1. The hirer must provide accurate event details, including the expected number of guests, event timings, and any special requirements, to the Centre at least 14 days before the event.
- 3.2. The Centre reserves the right to refuse or limit any activities, decorations, or requests that may pose risks or contravene the Centre's policies or local laws.
- 3.3. The hirer is responsible for ensuring compliance with all relevant permits, licenses, and regulations required for the event.

4. Security and Liability:

- 4.1. The hirer shall be responsible for the behaviour and actions of all guests attending the event.
- 4.2. The Centre reserves the right to appoint security personnel as deemed necessary for the event. Any associated costs will be the responsibility of the hirer.
- 4.3. The Centre will not be held liable for any loss, damage, or injury to persons or property during the event, except for cases of proven negligence by the Centre's staff or representatives.

5. Indemnity:

- 5.1. The hirer agrees to indemnify and hold harmless the Centre, its staff, and representatives from any claims, losses, damages, or liabilities arising out of the hirer's use of the Centre, including but not limited to personal injury, property damage, or theft.

6. Termination:

- 6.1. The Centre reserves the right to terminate any booking or event if the hirer or their guests violate the terms and conditions, fail to make payments, or engage in any behaviour that may pose a risk to the Centre's property, staff, or other guests.
- 6.2. In case of termination by the Centre, no refund will be provided, and the hirer shall be responsible for any additional costs incurred.

7. Amendments:

- 7.1. Any amendments or changes to the booking details must be agreed upon in writing by both parties.
- 7.2. The Centre reserves the right to make necessary changes to the event arrangements and facilities as long as they do not substantially alter the nature of the booking.

8. Liability for Damages:

- 8.1. The hirer shall be liable for any loss, damage, or destruction of the Centre's property, including but not limited to buildings, facilities, equipment, and furnishings, caused by the hirer or their guests during the event.
- 8.2. In the event of any damage, the hirer shall promptly notify the Centre's management and undertake to repair, replace, or compensate for the damaged property or equipment, as deemed necessary by the Centre.
- 8.3. The Centre reserves the right to assess the extent of the damage and determine the appropriate repair or replacement cost.
- 8.4. If the hirer fails to adequately repair, replace, or compensate for the damage within a reasonable time frame, the Centre reserves the right to charge the hirer the full cost of repairs or replacement.
- 8.5. The Centre shall not be responsible for any damage or losses to personal belongings or equipment brought onto the premises by the hirer or their guests.