



TAHA ASSOCIATION CENTRE

9-11 Patrona St, Dandenong 3175, Vic

HIRING/RENTAL FORM

\$500 Charged for Booking & \$300 for BONDS

MOBILE: **SHIR JABIRI: 0400 184 884 SHIR JANI: 0408 883 645 HAJI ASGHAR: 0413 105 254**

Personal / contact details:	
Date of Hiring	/ / 20
Full Name	
Address	
Contact Person Name	
Telephone	
Mobile	
Email	
Email Address:	

Use of TAHA Association Centre

What type of program or activity would you like to host at the TAHA Association Centre?

Have you read and do you understand the schedules of fees and charges associated with your booking?

YES / NO

I acknowledge that:

1. I have read and understand the conditions;

2. I am personally responsible for ensuring that the hirer complies with the conditions of hiring the room and if the hirer breaches any of the conditions, I will be personally responsible for any such breaches, including any damage to the room.

Requested that:

The room is hired to the hirer on the terms contained in the conditions and application form.

Name:..... Signature.....Date...../...../.....

How to pay:

Cash

EFTPOS (available at the centre)

Transfer: BANK DETAILS: Commonwealth Bank

NAME: Taha Humanity Association. Account No: 1076 4255 BSB:063 608

Privacy statement:

Your personal information will be handled in the accordance with the Privacy and Data Protection Act 2014 and used for specified purpose. Your information is valuable to us and it important to protect our customers details.

- Please tick if you would like to receive regular EMAILS, TEXT AND NEWSLETTER from Taha Association Centre for purpose of programs, and other education, religion resources

By signing this form, I attest that the information supplied is true and accurate.

Signature:

Name: **Date:** / /

OFFCIE USE ONLY:

Amount Paid (\$): (\$500) Cash / Eftop / Transfer (Circle)

Receipt Number:

BOND: (\$300) YES / NO

Committee Name:

TAHA ASSOCIATION CENTRE

Terms & Condition

Hiring Fee:

The hirer must pay the hiring fee in before 5-7 days of your event.

Arrival and Departure:

The hirer is responsible for opening and closing the room or facility upon entry and exit. Upon departure, the Hirer must always ensure that:

- Rooms are in a reasonable and clean condition as they were found.
- Lights and electronic equipment are switched off
- Heaters/Air Conditioners are switched off
- Equipment has been turned off, packed away and removed
- Windows and doors are locked / Alarm is activated

The person who is contacted will provide you the key and security information.

Times of use:

The hirer must only use the room during the hiring times. The hirer must immediately vacate the room outside of the hiring times to allow others to use the room. If the room is used by the hirer beyond those times specified, TAHA will charge extra fees to the hirer.

Compliance with Laws

The hirer must comply with all laws in connection with the room and hirer's use for the room.

NO MUSIC- REMEMBER IT PLACE OF WORSHIP

NO ALCHOLOL

NO SMOKING

NO ANIMALS

NO LOTTERIES & GAMBLING

Emergency

Emergency plan is allocated everywhere around the building

SECURITY DEPOSIT (BOND)

A Security Deposit of an amount specified on the Application Form shall be paid by the Hirer together with a Hiring Fee. The Security Deposit may be retained by TAHA as a security for any damage, abnormal cleaning or breach of the conditions of hire of the hall (including the kitchen) or surrounding areas. The Hirer may also be liable for any amount in excess of the amount of the Security Deposit which is needed to cover abnormal cleaning costs of repairs required as a result of damage to the hall or any of its fittings, contents or surrounding areas during the period of hire.

Car Parking

Cars should be parked in legitimate parking places. Drivers of vehicles should observe parking regulations and Council by-laws. Parking is not permitted on private property without the consent of the owner. Parking over driveways is prohibited.

Signs and Notices

The Hirer must not erect any signs or notices in the interior or exterior of the Hall without the Council's prior written consent.

Local Residents' Privacy:

Local residents have a right to privacy and respect. Their property, including fences, plants or buildings, must not be damaged, altered or trespassed upon.

Noise:

The Hirer shall ensure that noise levels are kept to an acceptable level and within the Environment Protection Authority maximum limits.

All efforts should be made to ensure patrons leave the facility or reserve in a quiet and orderly manner. (Tooting of horns, excessive revving of car engines, shouting, loud singing and swearing are not allowed).

Heavy Equipment and Flammable Substances:

The Hirer must not bring any heavy equipment (including pianos) or inflammable substances into the Hall without the TAHA prior written consent.

Protection of Floors/ Carpets:

Hirers shall carry out such directions as may be issued by TAHA for the protection of floors from stains or damage, and respect the carpets.

REFUND OF SECURITY DEPOSIT

The TAHA will refund the Security Deposit to the Hirer within 30 days of the Hiring Date less any amount required by the TAHA to:

- repair any damage to the Halls which occurred at any time when the Hirer had access to the Hall, regardless of how the damage occurred
- clean the Hall after the Hiring Date so that it is in the same condition it was in prior to the Hiring Date;
- recover any other costs incurred by the TAHA due to a breach of these Conditions by the Hirer; or
- recover any other monies due to the TAHA by the Hirer under these Conditions

BREACHES

Should the Hirer breach any of the Conditions outlined this may jeopardise future hire and may not be permitted to utilise TAHA facilities in the future.

HIRER'S OBLIGATIONS AT THE END OF THE HALL HIRE

Before the Hirer vacates the Hall, the Hirer must:

- leave the Hall and surrounding areas, including car parks, in the same condition they are prior to the Hiring Date including cleaning the Hall and removing all rubbish and anything belonging to the Hirer, caterers or other persons from the Hall;
- clear and clean all tables at the end of the function (the floors will be cleaned by the Council staff however excessive cleaning may attract an extra charge. The need for excessive cleaning will be determined by the Coordinator);
- ensure waste water from cleaning is to be disposed of to the sewer;
- ensure no liquid or solid waste is to be swept or washed into storm water drains;
- ensure to lock and secure the hall prior to leaving;
- turn off all lighting (except security lighting), switch off all gas and electrical equipment prior to leaving; - return the keys to the Hall to the by end of your event.

THE KITCHEN

The hirer must ensure that the kitchen is left clean and is to communicate the following requirements to the caterers, kitchen staff and/or volunteers:

All benches, sinks, ovens, stove tops, deep fryers and grill plates to be left clean, free of food and grease; Bain-marie emptied and left clean; Dish washer emptied, left clean and free of food particles Fridges emptied of all food and left clean Rubbish bins emptied; Floors to be swept mopped and left free of grease and oil.

The kitchen will be inspected by a TAHA representative at the end of the function to ensure all cleaning tasks are completed. The hirer may be charged for any extra cleaning that is not completed at the conclusion of the function.

LIABILITY OF PERSON SIGNING APPLICATION FORM

Where a person signs the Application Form on behalf of the Hirer, which is an incorporated body (such a company or incorporated association) the person signing the Application Form. Warrants that he or she is authorised to sign the Application Form on behalf of the Hirer; and guarantees that the Hirer will strictly observe and perform its obligations in these Conditions, and will pay to the TAHA on demand any money for any loss suffered by the TAHA due to a breach of these Conditions by the Hirer.

EMERGENCY TELEPHONE NUMBER

Any emergency occurring in the hall during the period of hire shall be reported to TAHA Committee by telephone that mention there.

CHANGE OF CONDITIONS

TAHA reserves the right to change any of the above-mentioned Conditions and will discuss the changes with the regular Hirer prior to implementing the changes.

DEFINITIONS

In these Conditions, the following words have the meanings set out below:

“Application Form” means the application form at the front of the Conditions.

“Booking Deposit” means the amount specified in the Application Form.

“TAHA” means the TAHA specified in the Application Form, including its officers, employees, agents or contractors in any way liable or responsible for the booking and hiring of Halls.

“GST” means any consumption tax imposed by Government whether at point of sale or some other specified occurrence, by whatever name and includes a goods and service tax, a broad-base consumption or indirect tax or value added tax.

“Hirer” means the hirer specified in the Application Form and where it is consistent with the context includes the hirer’s employees, agents, invitees and persons the Hirer allows in the Hall.

“Hiring Date” means the hiring date specified in the Application Form.

“Hiring Fee” means the hiring fee specified in the Application Form.

“Security Deposit (BOND)” means the security deposit specified in the Application Form.

“Abnormal cleaning” means excessive spillage of food and drinks, etc. which will be regarded as abnormal and the Hirer shall be liable on demand by TAHA or authorised officer to pay the full cost of such excess cleaning.

ABOUT TAHA ASSOCIATION CENTRE:

1.Designated for Both Ladies and Gents 2. Total Land 1449, with Double storey and spaceover 35 parking. 3.Approval for the place of Assembly 4.Full furnished with Kitchen, Toilets for Both Male and Females Section and High-Quality Speakers installed with Projector 5.Furnished with Top Quality Carpets and other equipment’s 6.Centre is Available 7 day a week, (call early to book)

Who to contact: For information & Emergency

SHIR JABIRI: 0400 184 884

SHIR JANI: 0408 883 645

HAJI ASGHAR: 0413 105 254

Address:

9-11 Patrona Street Dandenong, VIC 3175

Like our Facebook page: Taha Association