



Australian Centre for Spiritual Development

Booking Form, January 2010 to December 2010

Subject to the following conditions for the purpose of hiring the rooms stated below as per Australian Centre for Spiritual Development hereafter known as ACFSD grants to the Hirer the right to hire a room/s and use the facility for the purpose indicated on the date/s and at the times shown.

The Hirer acknowledges that they have inspected the facility and agreed that it is in good condition and fit and proper for the purpose of the proposed use.

1. Payment Details

Full payment is required at the time of booking (including bond of \$100.00) No tentative booking will be accepted.

When hiring one of the rooms ACFSD requires a bond to be paid for: cleaning, damage or lost/stolen property; and guarantee of departure at end of hiring time.

The bond will be electronically transferred the following working day into your requested account pending room inspection.

2. Cancellation

Cancellations and transfer of bookings are not permitted unless ACFSD receives TWO WEEKS WRITTEN NOTICE. A \$50.00 cancellation fee will be charged for any cancellation, even if two weeks notice is given.

3. Keys

The Hirer is required to pay \$20.00 refundable bond upon collection of key. When finished with the key it is up to the hirer to discuss with ACFSD on where and when to pick up and drop off keys.

4. Notification of accident or injury

Should there be an accident or injury arising through the hirer's use, the hirer must inform ACFSD within seven (7) days of the incident.

5. Insurance

The hirer shall do nothing, which will or is likely to prejudice or render void ACFSD's insurance policy.

6. Indemnity

The hirer hereby grants ACFSD an indemnity from and against all claims, demands, remedies, suits, injuries, damage, losses, costs, liabilities, actions, claims for

compensation and the like for which the ACFSD may be liable in conjunction with injury, damage or accidental death through the hirers negligence or default or the negligence or default of any other person in connection with the hirers use of the facility.

7. ACFSD Property

Floors, walls or any part of the building shall not be broken or pierced by nails, screws etc. nor shall any appliance, fitting or fixture be interfered with in any way, Adhesives are not to be used on any surface.

8. Tables must be covered

Tables provided by ACFSD for the purpose of your class/workshop must be covered with suitable tablecloths or other covering by the hirer to prevent damage.

9. Users Responsibilities

If using one of ACFSD facilities you must:

- Report any changes to booking details to ACFSD on 0417 049 457.
- Check that the air conditioning and lights are switched off, candles are extinguished, the windows are closed and all doors are securely locked upon leaving.
- Ensure all power points in Kitchen are switched off.
- Ensure facility is left in a clean and tidy state, all cups, plates are to be washed and returned to cupboard. All rubbish to be taken to the outside bins.
- No smoking inside the building.
- Report any problems or maintenance issues to ACFSD on 0417 049 457.

10. The hirer must not sublet the premises.

11. Right to refuse application for hire

12. Set Up & Pack Down time Room/s for hire

Day: Mon to Sun = Access 8.00am – 4.30pm

Evening: Mon to Sun = Access 5.30pm – 11.00pm.

Please note Day or Evening prices remain the same.

ACFSD reserves the right to refuse an application for hire of a room or to cancel any reservation already made and to refund the fees and charges paid. ACFSD shall not be liable in any way for any loss or damage, or otherwise in consequence of the exercise



Australian Centre for Spiritual Development

Application Form

Business Name:			
Name of Hirer:		Mobile Number:	
Address of Hirer:			
Email:			
Room Name:			
Date of Set-Up:		Access to Room:	am/pm
Date of Pack Down:		Conclusion:	am/pm
Coffee, Tea & Biscuits:	Yes / No \$5.50pp all day.	No of People:	

Description of your class/workshop to put on website is to be on word and emailed to info@acfsd.com.au

*** Note that once your class/workshop has ended the above will be removed from the website ***

Payment for Room Hire	<p>Bank: ANZ Account Name: Australian Centre for Spiritual Dev BSB: 012 408 Account Number: 4828 57372 Reference: Please put in your name. Email remittance for direct transfer to: info@acfsd.com.au</p>
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Inclusions in the above price:	<p>Room Hire, Advertising on ACFSD website for a specific period Coffee, Tea, Biscuits and Milk @ \$5.50per student all day. Room Hire Time: Mon to Sun = Access 8.00am – 4.30pm Mon to Sun = Access 5.30pm – 11.00pm.</p>
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Application Form

Conditions of Hire:

It is in your best interest to obtain insurance cover in respect of the activity you propose to carry out at ACFSD premises. If you do not have access to insurance cover then you should seek advice regarding the indemnity you are giving in favour of ACFSD before proceeding with your application to hire.

Individuals, Groups and organisations which hire or lease ACFSD premises or facilities for classes/workshops which involve children under 18 years are reminded of the requirements of the Child Protection (Prohibited Employment) Act 1998 and the Commission for Children and Young People Act 1998.

All employers (which includes employers of volunteers and others) must comply with the mandatory guidelines available from the Commission for Children and Young People and which are also available on their website <http://www.kids.nsw.gov.au>. These guidelines contain forms including declarations and consents which must be made by prospective employees.

I acknowledge that I have read and understood this form from ACFSD and the Conditions Applying to the Use of the Rooms, a copy of which has been supplied to me, and agree to be bound by them.

I agree to indemnify and keep indemnified the ACFSD from and against all actions, claims and demands of every kind resulting from any personal injury, loss or damage to property occurring during the course of the subject event and I acknowledge that ACFSD shall be under no responsibility or liability for any personal injury or damage to property occurring during the course of hiring.

Applicants Signature:.....Date:

Indemnity

The hirer hereby grants ACFSD an indemnity from and against all claims, demands, remedies, suits, injuries, damage, losses, costs, liabilities, actions, claims for compensation and the like for which ACFSD may be or may become liable in conjunction with injury, damage or accidental death through the hirers negligence or default or the negligence or default of any other person in connection with the hirers use of the room.

I have read and understood this indemnity:

Signature:..... Date:.....



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Room	Mon to Fri (1 days)	Mon to Fri (5 days)	Sat or Sun (1 day)	Sat & Sun (2 days)
Crown Room (Upstairs)	\$100	\$400	\$125	\$175
Green Room (Front Room)	\$85	\$160	\$100	\$160
Purple Room (Middle Room)	\$85	\$160	\$100	\$160
Red Room (Downstairs)	\$100	\$400	\$125	\$175

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Evening: Mon to Sun = Access 5.30pm – 11.00pm.

To book the above rooms for yourself or
someone you know that may be interested
please contact us on 0417 049 457 or email us at info@acfsd.com.au