



APPLICATION TO CONDUCT A PRIVATE FUNCTION ON LIFE CENTRE PREMISES

APPLICANT DETAILS	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other _____
Full Name or Company Name	_____
Postal Address	_____ _____
Daytime Phone	_____ Fax _____ Postcode _____
Email	_____ Mobile _____
Signature	_____ Date _____

EVENT DETAILS	
Location	<input type="checkbox"/> Main Auditorium <input type="checkbox"/> Small Auditorium <input type="checkbox"/> Outdoor
Day	_____ Date _____
Time From	_____ Until _____
Type of Event	<input type="checkbox"/> Wedding <input type="checkbox"/> Birthday <input type="checkbox"/> Conference <input type="checkbox"/> Seminar <input type="checkbox"/> Other _____
Equipment Included	Sound System, Stage Lighting, Multimedia Projector & Screen
Approximate number of people	_____

AGREEMENT

IN CONSIDERATION of the event facilities provided by you, we hereby absolutely release and discharge Life Centre International Ltd and its employees agents and voluntary helpers from and against all claims whatsoever arising out of death, personal injury or loss of or damage to personal property that we may suffer or sustain in the course of the event and we hereby indemnify and agree to keep indemnified you Life Centre International Ltd and your employees agents and voluntary helpers against all claims whatsoever by us or by any person claiming through us in any way arising, and this discharge may be pleaded in Bar to any such claim. **PROVIDED** that the above does not apply to any claim or any claim to the extent that Life Centre International Ltd is indemnified by a policy of insurance issued by a solvent insurer and **WE FURTHER AGREE** in cases of unacceptable behaviour may result in expulsion from the property and non-refundable payment.

SIGNATURE OF THE APPLICANT

Date _____

LIFE CENTRE INTERNATIONAL – ORIGINAL COPY

CONDITIONS

- The area is to be left in a clean state with all rubbish put into the rubbish bin provided.
- No trees, shrubs or other vegetation being removed, lopped or damaged.
- No pets allowed on the premises.
- No disturbances or inconvenience being caused to the general public.
- Any loss, breakages or damage will have to be paid for.
- Any irresponsible behavior will not be tolerated and may result in expulsion from the property.

FEES AND PAYMENT

Use of Main Auditorium based on 6 hour period	\$ 800.00
Extra charge after 6 hours	\$ 150.00
Use of Small Auditorium based on 6 hour period	\$ 400.00
Extra charge after 6 hours	\$ 100.00

This Includes :

- Room/Space hire
- Commercial Kitchen
- Chair (approx 400 chairs)
- Table Approx 8 round tables (can seat up to 8 people)
- Approx 6 long tables (can seat up to 8 people)
- Air Conditioning (indoor only)
- Underground Car Park
- Sound System
- Stage Lighting
- Multimedia Projector and Screen

A deposit of \$50 is needed to secure the booking, refundable if cancelled 7 days prior to the event.

Full fee is payable 7 days prior to the event, with a \$200 holding deposit. (Fully refundable if everything is in order)

Payment may be made by cash, cheque or netbanking payable to
ARNCLIFFE COMMUNITY LIFE CENTRE INCORPORATED
Commonwealth Bank BSB 062103 Account No. 10108987

PAYMENT DETAILS

Venue Hire	\$
Other _____	\$ _____
Deposit paid on date : ____ / ____ / ____	\$ <u>-50.00</u>
TOTAL PAYABLE 7 days before the event commences	
Holding Deposit	\$ 200.00

APPLICANT'S COPY