



**THE FILIPINO-AUSTRALIAN ASSOCIATION OF THE NT INCORPORATED
PO BOX 41639 CASUARINA NT 0811**

APPLICATION AND AGREEMENT FOR THE USE OF THE FILIPINO COMMUNITY CENTRE

A. APPLICATION:

NAME/ORGANISATION: _____

Proof of Identity: (Driver's License No) _____

<u>FACILITY REQUIRED:</u>	<u>TICK</u>	<u>HIRING FEE</u>	<u>BOND</u>
MAIN BUILDING Only	_____	\$400 + GST = \$440.00 Members	\$400 incl. GST
	_____	\$500 + GST = \$550.00 Non Members	\$500 incl. GST
	_____	\$110 Use of Gas Stove incl. GST	

DATE OF USE: _____

TIME OF USE: From: _____ To: _____

PURPOSE FOR THE USE OF THE FILIPINO COMMUNITY CENTRE:

B: AGREEMENT:

I hereby accept full responsibilities for the keys issued to me and agree to cover all costs associated with the loss, damage or untimely return of the keys.

I hereby declare the I/we have received the keys as stated below:

- (1) Key to Main gate _____
- (1) Key to the Kitchen/Toilet Doors _____
- (1) Key to the Backstage _____

Note: Make an arrangement with the Hiring Officer regarding time when to collect the keys stated above.

Key collection time: _____

I hereby declare that I have read, fully understood and agree to abide by the conditions stipulated in the accompanying Regulations for the use of the Filipino Community Centre.

NAME OF HIRER: _____

SIGNATURE: _____

ADDRESS: _____

TELEPHONE NO: _____ e-mail: _____

REFERENCES: 1. _____ 2. _____

WITNESS (FAANT Officer): _____

FAANT OFFICE HELD BY THE WITNESS: _____

FILIPINO AUSTRALIAN ASSOCIATION OF THE NORTHERN TERRITORY, INC.
PO BOX 41639 CASUARINA NT 0811

Agreement between the Hirer and FAANT
on the use of the Filipino Community Centre, 4 Batten Road, Marrara

A. Disclaimer:

It is important that the Hirer reads and understands the following conditions regarding the use of the Filipino Community Centre. FAANT, Inc. provides a venue that is compliance with the Building Act and Occupational, Health and Safety Regulations. The FAANT representative explains the terms and conditions of this agreement. In the event of incidents/accidents that take place in the premises while under the Hirer's occupancy, FAANT is not held responsible for these incidents and accidents.

B. Use of the Filipino Community Centre – The Premises:

1. Use of the premises shall be restricted to the purpose as applied for the approved on the Application Form.
2. When associated with any fund-raising, or any activities of the same sort, or when liquor will be served and/or consumed on the premises, the use of the premises shall be approved only upon **presentation of pertinent permits from the authorized permit issuing body to FAANT of the Hiring Officer.**
3. Minors must not be allowed to serve and consume alcoholic drinks and should not stay inside the bar.
4. It is against Health and Safety Regulations for anyone to sit on the bar counter or benches.
5. Do not use the shelves as stepping ladders. Hirer is held responsible for the damages sustained on the shelves due to this cause.
6. Use and/or selling of illegal drugs or substances are strictly prohibited on the premises.
7. Gambling, except for those approved by the Racing and Gaming Commission, is strictly prohibited.
8. Liquor Licenses-exemption and amplified music are to cease at 12:00 midnight and the centre to be vacated at the end of the designated time in the application form or at 12:30 am the latest.
9. The premises will be cleaned before 12:00 noon the following day.
10. Keys must not be duplicated and must be handed back no later than 12:00 noon the following day.
11. **Hirer must be at least 25 years old.**
12. The Hirer is held responsible to organize the collection and return of the keys listed in the registration form.
13. Vehicles of any form or shape must not be driven onto the concrete floor of the building.
14. Financial member of the Association is not allowed to sublease the building to a **hirer** who appears to gain benefit from a discounted rate afforded to financial members.

C. Maintenance:

1. Any damages resulting from the use of the premises shall be the sole liability of the user.
2. The premises must be left in a clean and tidy condition. Special attention must be given to the kitchen and toilets where vermin are likely to dwell. **Do not use the fire hydrant hose to clean the Bar and Kitchen.**
3. When removed and/or used, furniture must be replace where they were originally situated.
4. The Hirer must take rubbish away from the premises.
5. Should garbage be collected the following day, garbage bags will not be put outside the premises, on the road or driveway.
6. In case the Hirer uses a commercial bin for the rubbish, it is the Hirer's responsibility to organize the removal of the commercial bin from the premises the following working day. Penalties applies on extra days, the commercial bin stays on the premises.
7. The Hirer must provide garbage bags, toilet paper, paper towel and cleaning detergents.
8. Fans, lights must be switched off, **Doors must be closed and locked** before vacating the premises.
9. Gas stove must be kept cleaned including the oven and collecting trays.
10. Should the Hirer use the gas stove for in site cooking, it is the Hirer's responsibility to turn off the gas cylinder outside the building.
11. While the backstage is used for dressing for a show, minors must always be supervised. For the safety of the children and teenagers, the Hirer must keep the backstage closed at all times.
12. Hirer must return tables and chairs at the designated areas. Failure to do so may lead to charges for the cost of hiring two persons to return tables and chairs to their designated areas.
13. Hirer must not switch off the main electricity of which leads to discharge of batteries for the exit signs. Failure to follow this would lead to extra charges for the replacement of discharged batteries for the exit signs.

D. Fees and Bonds:

The following fees and bonds must be paid upon the approval of the application for the use of the premises before handing the keys to the Hirer.

1. A hiring fee will be charged to cover maintenance costs of the premises. Main Building - \$440.00 (incl. GST) for Members or \$550.00 (incl. GST) for Non Members.
2. Use of Stove and Gas. Extra \$110.00 (incl GST) is required provided that cooking is limited. However, if cooking required the use of the stove for a longer of time and extra \$55 is required to be paid in advance.
3. The security bond of \$500.00/\$400.00 applies for the items on Item C.
 - a) To cover replacements of damage to locks, keys, chairs, tables, fans or electrical fittings.
 - b) To cover all the requirements stated in Item B – Maintenance.
 - c) The applicant is hereby informed that if all the regulations referred to in Items A and B are complied with to the satisfaction of the designated FAANT Officer, the \$500.00/\$400.00 (incl GST) security bond will be refunded in full seven days after returning the keys. A cleaning fee (incl GST) will be deducted from the Security Bond if rubbish is left in the premises after surrendering the keys.
 - d) To avoid losing your bond, please complete the checklist and return the completed checklist to the Hiring Officer before an inspection of the premises is carried out by Hiring Officer.

E. Liquor License and Public Liability Insurance:

Hirer who intends to sell alcohol to their guests is required to show a liquor license permit prior to the event.

FAANT has its public liability for its functions and for the use of the building. The Filipino Community Centre has compliance certificate for occupancy and approval from the building board. The Risk Manager of FAANT ensures that the entire premises are in compliance with the occupational health and safety regulations.

However, **Hirers of the Filipino Community Centre are strongly advised to get their own public liability insurance to cover for the event or function the Hirer has organized and for purpose the Filipino Community Centre is hired.** This public liability insurance cover protects the organizers and their guests with the duration of the event.

In case of an accident or incident during the time the Hirer is using the premises, public liability insurance cover of FAANT does not cover the Hirer except for structural faults during the occupancy of the premises as specified by the time the premises are hired for.

Accidents are common with children left on their own. Therefore, children must be supervised at the time specified in this contract.

F. Cancellation Policy:

A Cancellation fee of \$200 will be deducted from the bond for cancellation of bookings 14 days to 48 hours notice prior to the scheduled event date.

A Cancellation fee of the full bond amount will be charged for cancellation of bookings less than 48 hours notice prior to the scheduled event date.

The full amount of bond deposit will be returned if cancellation of booking occurs 14 days prior to the scheduled event date.

FAANT Representative Signature

Date

Hirer's Signature

Date

Filipino Community Centre Building Hirer Checklist

To speed up the refund of the Hiring Bond, please complete this checklist and return it to the Hiring Officer. Please note that the Hiring Officer will immediately inspect the premises. You may lose your Bond entirely if the items in this Checklist are not factual. Your Bond money will be used to hire cleaners to tidy up the place.

	Checklist	Yes	No
Chiller	Switched off the chiller?		
	Cleaned the chiller?		
Bar Area	Switched the lights and fans off?		
	Switched off the lights at the Bistro area (side of Bar)?		
	Swept and mopped the floor?		
Kitchen	Switched the lights and fans off?		
	Swept and mopped the floor?		
Stove	Used the stove?		
	Turned the stove and gas cylinder off?		
	Cleaned the stove including the oven?		
	Switched the range hood off?		
Ladies Toilet	Switched the lights and fans off?		
	Closed the louvre windows?		
	Mopped the floor and disinfected toilet bowls?		
	Removed rubbish?		
Men's Toilet	Switched the lights and fans off?		
	Closed the louvre windows?		
	Mopped the floor and disinfected toilet bowls?		
	Removed rubbish?		
Disabled Toilet	Switched the lights and fans off?		
	Mopped the floor and disinfected toilet bowls?		
	Removed rubbish?		
Backstage	Stacked up the chairs against the back wall?		
	Stacked up the white tables separately from the blue tables?		
	Returned the tables back to the right place?		
	Switched the lights and fans off?		
	Tidied up the dressing tables?		
	Removed plates and drink cans away from this area?		
	Locked up the doors?		
Stage	Turned off the lights?		
	Cleaned the floor of the stage?		
Main Hall	Switched all lights and fans off?		
	Swept and hosed down the floor?		
Main Switch Board	Switch off all floodlights? (Gate and parking area lights)		
	Have left other switches on?		
Grounds	Collected all rubbish from the yard?		
Small Building	This area is out of bound and it is not a part of the area you hired.		
	Inspect this area and removed rubbish from this area		
Rubbish	Taken the rubbish away from the premises?		
	Note: Rubbish must not be left on the side of the road.		
Main Gate	Locked the gate?		
	Keys must be returned by 12:00 noon, unless arrangement is made. Penalties apply if keys are not returned on time.		
Doors and Keys	Doors closed and locked? Returned the keys?		

Note: Bond money will be returned after inspection of the premises is completed. Please arrange with the Hiring Officer how Bond money should be refunded, i.e. mail out or collection. Allow three days before the Bond money is refunded to you.

_____ Signature of Hirer

_____ Date