



Central Shule Chabad Hire of Hall Application Form

DETAILS OF FUNCTION/EVENT

Name _____

Address _____ Post Code _____

Tel No _____ Mobile _____

Email _____

Nature of Function/Event: *(please describe what activities will occur, e.g. Bris, Bar-/Bat Mitzvah, Baby naming, Aufruf or other)*

Date of Event _____ Time of Event _____

Time you would require Access to the Hall _____

Central Shule Member: Yes No

Will food be served? Yes No

If yes, name of caterer or if it is a small function and there is NO caterer, details of food products served

FEES

USE OF HALL	MEMBER	NON-MEMBER
EVENT	CHARGE	CHARGE
REFUNDABLE DEPOSIT	\$300	\$300
TOTAL	\$	\$

CONDITIONS OF HIRE OF CENTRAL SHULE HALL

GENERAL

1. The facilities are to be left in the same condition as found or a further charge will apply to restore the facility to its original condition.
2. No music or dancing internally or externally.
3. **NOTE:** Due to permit restrictions, functions will have to end by 22:00 on Sunday, Monday, Tuesday, Wednesday and Thursday evenings. Saturday night functions to end at 22:30.
If the hall is being used on a Friday night the 22:00 restriction applies as well.
4. The hirer will be responsible for all breakages and loss & damage caused to the property.
5. This completed form and full payment (including \$300 refundable deposit) must be received by the Shule office no later than 2 weeks before the event to confirm booking.
6. Deposit refundable
 - in the event of cancellation: full refund if cancelled no later than 2 weeks prior to booking date
 - full refund upon facility being left in same good condition as received
7. **PLEASE NOTE: IF THE FUNCTION FOR HALL HIRE IS ON SHABBAT - FRIDAY NIGHT OR SHABBAT MORNING - NO MOBILE PHONE MAY BE USED IN THE HALL FOR CALLS OR TAKING PICTURES.**

KASHRUT

1. All hirers and function coordinators (private & community) must complete the designated Hire form.
2. All major functions e.g. Kiddush for more than 50 people, a function where foods will require heating or cooking, will require a kosher caterer under Kosher Australia, together with Central Shule's appointed mashgiach. All caterers under Kosher Australia are acceptable.
3. When functions are catered by the Ladies' Guild, all products are to be purchased by the Ladies' Guild with the supervision of Central Shule's appointed mashgiach.
4. For small events (maximum 25 people + 1 table), sealed kosher products or cakes from the kosher bakeries may be brought onto the premises, under supervision of the Central Shule's appointed mashgiach.
5. For smaller functions (without a caterer), only disposable goods are to be used for food and drink.
6. No products that are cooked at home are to be used on the premises.
7. Mezonos bread is preferable; however, if hamotzi is used, benschers are to be provided.

I understand these terms and conditions as set out above:

Signed _____

Date _____

OFFICE USE

Before event	Date	Authorised
Application Received		
Payment Received		
Caterer Approved		
Booking Confirmed		
After event		
Premises Inspected		
Deposit Refunded		

KASHRUT APPROVED BY RABBI: _____

BOOKING APPROVED BY OFFICE: _____