



**VENUE BOOKING FORM**

📧 secretary@stkildashule.org

☎ 9525 3759

📍 12 Charnwood Grove, St Kilda, VIC 3182

**Personal Details ("The Hirer")**

Your Name: \_\_\_\_\_ Caterer: \_\_\_\_\_ No. of guests \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Event details (inc. GST)**

	Member Price	Non-member
<input type="checkbox"/> Brit Milah <i>Mohel:</i> _____	N/C	N/C
<input type="checkbox"/> Bar Mitzvah ( <i>includes 1yr membership and Bar Mitzvah program</i> )	\$800	\$960
<input type="checkbox"/> Bat Mitzvah ( <i>includes 1yr membership and Bat Mitzvah program</i> )	\$800	\$960
<input type="checkbox"/> Afternoon Bar/Bat Mitzvah ( <i>covers our out-of-hours costs</i> )	\$1600	\$1920
<input type="checkbox"/> Wedding ( <i>includes 1yr membership</i> ) (Deposit \$100)	\$400	\$800
<input type="checkbox"/> Out-of-metropolitan wedding charges ( <i>where applicable</i> )	\$200	\$200
<input type="checkbox"/> Funeral	N/C	\$900
<input type="checkbox"/> Consecration	N/C	\$600

**Venue hire (inc. GST)**

Shule	Officiating Rabbi: _____	Member Price	Non-member
<input type="checkbox"/>	Shule for wedding (inc. chuppah, red carpet & side rooms) (Bond \$225)	N/C	\$660
<input type="checkbox"/>	Wet weather back-up of Shule for wedding	N/C	\$250
<input type="checkbox"/>	Shule for a service	N/C	\$275
<input type="checkbox"/>	Hire of Shule stage in front of the Ark	\$330	\$330
<b>ASC</b>	<input type="checkbox"/> Adele Southwick Hall ( <i>private function</i> ) (Bond \$450)	\$700	\$880
<b>DC</b>	<input type="checkbox"/> Danglow Centre ( <i>private function</i> ) (Bond \$200)	\$200	\$300
<b>Other</b>	<input type="checkbox"/> Chuppah hire (Bond \$55)	\$250	\$300
	<input type="checkbox"/> Boardroom <input type="checkbox"/> DC classroom <input type="checkbox"/> Shule foyer <input type="checkbox"/> Sukkah	\$110	\$132

**Security (ex. GST)**

<input type="checkbox"/> <b>Mon-Fri (DAY)</b>	\$46/hr	Day _____	Start/end times _____	Hours (min. 4) _____
<input type="checkbox"/> <b>Mon-Fri (NIGHT)</b>	\$54/hr	Day _____	Start/end times _____	Hours (min. 4) _____
<input type="checkbox"/> <b>Saturday</b>	\$63/hr		Start/end times _____	Hours (min. 4) _____
<input type="checkbox"/> <b>Sunday</b>	\$74/hr		Start/end times _____	Hours (min. 4) _____
<input type="checkbox"/> <b>Public Holiday</b>	\$93/hr		Start/end times _____	Hours (min. 4) _____

**Payment Details (0.5% fee on Mastercard/VISA; 1.5% fee on American Express)**

Method:  Bank Transfer: **BSB:** 013-006 **Account Number:** 007086601

Cheque to "St Kilda Hebrew Congregation"  Direct Deposit  Credit Card (*as below*)

Card Number: □□□□□□□□□□□□□□□□ Exp: □□/□□ CW: □□□□

Amount: \_\_\_\_\_ Name on card: \_\_\_\_\_ Signature: \_\_\_\_\_

OFFICE USE ONLY  Venue date/time available  Membership checked  Statement sent

## Venue Hire Terms and Conditions – Please provide a copy of this to your caterer

1. Completion of the other side indicates acceptance of the Terms and Conditions.  
**Our commitment to you**
2. **State of venue:** Unless otherwise arranged, we agree to set up the venue in accordance with your written request. A sample, scaled layout of the Adele Southwick Centre and the Danglow Centre will be provided to you for this purpose. The hall will be left for you in a clean and tidy state ready for your use.
3. **Caretaker:** We do not normally have a caretaker on site out of business hours. Where a caretaker is required on the premises out-of-hours, an extra charge of \$132 (inc. GST) will apply for the first 3 hours and \$44 per hour after that.
4. **Key:** If your function is conducted out of business hours, we will provide you, your representative or caterer with a key to access the parts of the venue you require. A separate form must be completed and a refundable deposit is to be paid. The key must be returned on the date nominated on that form.
5. **Training:** If your function is conducted out of business hours, we will provide you or your nominated representative with training about how to turn on/off the lights, heating and cooling for the venue you have hired.
6. **Kosher Kitchen:** We provide a Kosher meat kitchen in the Adele Southwick Centre and a Kosher dairy kitchen in the Danglow Centre. These will be provided clean and tidy and must be returned in the same condition. Both kitchens are under the supervision of Kosher Australia.  
**Your commitment to us**
7. **State of venue:** The bond mentioned overleaf is payable to St Kilda Hebrew Congregation prior to hire, and is refunded after verification that the venue and surroundings are left in the same order and level of cleanliness as prior to hire. Repairs to paintwork, walls, kitchen appliances and breakages, and cleaning (including the Hall grounds and parking area) if necessary, will be paid from Hirer's bond. The Hirer is responsible for the cost of any damage caused to the property or premises by themselves or any other guests during their event. Any damage which arises must be reported to St Kilda Hebrew Congregation as soon as possible. When providing wall hangings or decorations, note: No nails, pins, staples, paint, screws, tape or glue are to be used. "Blu tack" is permitted but must be removed as part of your clean up. All decorations to be removed completely.
8. The venue is to be left clean. Unless otherwise arranged, you do NOT need to put away chairs and tables nor vacuum the carpets nor mop up the floor. However, brooms, mops & supplies are provided in the venue.
9. **Supervision of children:** St Kilda Hebrew Congregation's premises are not supervised. The Hirer accepts full responsibility for the supervision of children who attend their event without a parent or guardian. Should the Hirer require assistance with the supervision of their guests, they are required to make arrangements at their own cost.
10. **Garbage:** All garbage is to be removed from inside and outside the venue. Bins are provided for collection. The garbage must be placed in suitable garbage bags and then placed in the large "skip bin" on the North-West of the property behind the Danglow Centre.
11. **Recycled garbage** (such as paper, cardboard, plastic bottles, tins) should be collected separately and placed into the specially-marked recycle bins behind the Danglow Centre. If general garbage is placed in the recycle bins, they will be cleaned out at YOUR expense.
12. **Noise:** Noise levels must comply with the legal limits (i.e. shall not exceed the background noise level by more than 5dB from 7.00am until midnight and shall not exceed the background level from midnight until 7.00am). Street doors to be closed while bands are playing. Amplification to be turned off before 11.50pm. Your guests are to leave quietly and promptly. Event organisers must make at least one PA Announcement before 11.30pm (or before the last 'song') regarding the midnight noise curfew, encouraging patrons to respect the peace of the neighbourhood.
13. **Parking:** You must make all reasonable efforts to ensure that patrons attending your event comply with parking restrictions in the area.
14. **Lock up procedures:** Windows and doors to be left shut and locked. Lights, heating and cooling to be switched off. *If your function is over a Sabbath or a Jewish Festival, the lights, heating and cooling will have been set up on a time clock in accordance with your instructions and you should not turn on/off any of these over that period.*
15. **Security:** In line with procedures at most Jewish schools and synagogues, access to the premises are normally controlled via CCTV and a gate access. During venue hire, the responsibility for access becomes the responsibility of the Hirer. A security guard MUST be placed on the gate at all times when the venue is open to your guests. Unless otherwise agreed, we will hire a security guard for you, at your expense. Guards are booked in minimum 4 hour shifts. They start 30min before your first guest arrives, and finish once your last guest has left the premises. If they stay longer than anticipated please note you may incur an extra charge. Prices are exclusive of GST.
16. **The Public Liability** of events is the Hirer's responsibility.
17. **Food:** As all of our facilities are under the supervision of Kosher Australia, we only permit food that
  - is either pre-packaged, sealed and contains a Kashrut logo acceptable to Kosher Australia ([www.kosher.org.au/pages/201601052313-Reliable-Kosher-Agencies](http://www.kosher.org.au/pages/201601052313-Reliable-Kosher-Agencies)) when it is brought onsite; or
  - comes from a caterer/baker and is sealed and is identified by one of our Rabbis as being from a kosher supplier; or
  - is prepared onsite (with approved raw ingredients) under a Kosher Australia-approved *mashgiach*.Food prepared at the home of someone keeping kosher but not under the supervision of Kosher Australia must not be brought onto the premises. No external utensils (used or brand new) may be brought into our kitchens, including by external food suppliers or party planners etc. Meat and dairy products may not be served at the same function even if both food products have been approved in accordance with our guidelines. Where a breach has occurred, the Hirer will be responsible for the cost of the koshering or replacement of equipment.
18. **Alcohol** is NOT to be sold on the premises unless license/permit has been obtained.
19. **Kitchen utensils** are NOT included in the hire of the venue.
20. **Due to Fire Regulations**, no incense or candles (other than those in purpose-made holders) are permitted in the venue, and no fires are permitted in the venue, its grounds, or surroundings.



