



## PREMISES BOOKING APPLICATION

<b>NAME OF APPLICANT</b>	<b>DATE OF BIRTH</b> ____ (d) ____ (m) ____ (y)	<b>HOME PHONE</b>
<b>CONTACT ADDRESS</b>		<b>CONTACT PHONE</b>
<b>EMAIL ADDRESS</b>		<b>CONGREGATION</b>
<b>NAME OF OTHER PARTY</b>	<b>DATE OF BIRTH</b> ____ (d) ____ (m) ____ (y)	<b>CONTACT PHONE</b>
<b>FUNCTION / PURPOSE</b>	<b>DATE OF FUNCTION</b> ____ (d) ____ (m) ____ (y)	<b>DAY OF FUNCTION</b>
<b>LOCATION REQUIRED</b> <input type="checkbox"/> CHURCH <input type="checkbox"/> HALL <input type="checkbox"/> KITCHEN	<b>TIME OF FUNCTION</b> _____ TO _____	<b>NO. OF PEOPLE EXPECTED</b>
<b>DONATION FOR THE USE OF PREMISES</b> FOR CHURCH MEMBER                  CHURCH: \$150   HALL: \$150   KITCHEN: \$150 FOR NON CHURCH MEMBER              CHURCH: \$300   HALL: \$300   KITCHEN: \$300		<b>DONATION TO CHURCH</b>
<b>DONATION TO OFFICIATING MINISTER    \$100</b>		<b>DONATION TO MINISTER</b>
<b>PROCEDURE</b> 1. A letter requesting the use of church premises must be sent to the Board of Elders at least 1½ months prior to the function date. 2. Premises Booking Application and Premises Booking Agreement must be signed. 3. Two separate donation cheques must accompany this booking application: * to CCC for the use of church premises * to the officiating minister (if required)		
<hr style="border-top: 1px dashed black;"/> <b>APPLICANT'S SIGNATURE          DATED</b>		

Please Turn Over



### PREMISES BOOKING AGREEMENT

**THE APPLICANT SHALL BE RESPONSIBLE TO ENSURE ALL CONDITIONS OF THIS AGREEMENT ARE MET**

1. Access to church premises will be only during the permitted times
2. The applicant shall be responsible for maintaining good order and behavior from all people attending
3. Confetti, liquor, cigarettes and/or any other articles deemed by CCC to be objectionable are prohibited
4. The hanging of any streamers, decorations etc shall not be allowed unless prior arrangement has been made
5. The use of Audio Visual Equipments must be operated by CCC authorized personnel
6. The applicant shall ensure that the following procedures are met:
  - \* Arranging access to Church building
  - \* Using permitted areas of Church ONLY
  - \* Opening up / locking up including windows
  - \* Returning items after use to usual positions
  - \* Keeping premises clean and tidy afterwards
  - \* Donating excess floral decorations to Church
7. The applicant shall be responsible for the cost of making good all damages arising out of the use of the church premises and repair of the equipment
8. The applicant shall indemnify the church against all losses and damages arising out of injury or damage to any person or property from or during the use of the premises or arising out of the applicant's failure to properly secure the premises

**In the event of any dispute or difference arising from the interpretation of these conditions, the decision of CCC shall be final and conclusive.**

I, \_\_\_\_\_ OF \_\_\_\_\_

HEREBY AGREE TO BE BOUND BY THE ABOVE CONDITIONS FOR THE USE OF THE CHINESE CHRISITAN CHURCH PREMISES ON THIS \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

\_\_\_\_\_  
**WITNESSED BY**

\_\_\_\_\_  
**Please Print Name**

\_\_\_\_\_  
**Please Print Name**