



CAULFIELD HEBREW CONGREGATION (CHC) SHULE BOOKING FORM

Please take careful note of each of the terms and conditions as set out in this form (3 pages). Failure to comply with any of the conditions may lead to the cancellation of a reservation, cancellation of the entire event and/or forfeiture of deposits and security bond money paid.

PLEASE NOTE ALL PRIVATE HALL HIRE REQUIRES BOND PAYMENT BEFORE EVENT WILL BE CONFIRMED

HIRER (Person booking function information)

Organisation: _____

Name: _____

Address: _____ Suburb: _____

Postcode: _____ Email: _____

Phone: _____ Mobile: _____

BILLING DETAILS (If different to Hirer)

Organisation: _____

Name: _____

Address: _____ Suburb: _____

Postcode: _____ Email: _____

Phone: _____ Mobile: _____

EVENT DETAILS

Tick the Venue/s required:

☐ Sukiert Hall ☐ Boardroom ☐ Main Shule ☐ Or Chadash ☐ Carp Centre ☐ Sukkah ☐ Shule Foyer

Tick the Event type:

☐ Shule Service ☐ Wedding ☐ Community Function ☐ Private Function ☐ Lecture ☐ Other

Event format (e.g. disco, lunch, talk): _____

Tick the service/s that you would like to book (if applicable):

☐ Friday Night ☐ Shabbat day ☐ Mincha / Seudah Shlishit ☐ Sunday ☐ Weekday

Date: ____ / ____ / ____

Start time: _____ Finish Time: _____

Approx. number of guests: _____ Approx. number of children: _____

Bump in date & time: _____ Bump out date & time: _____

Please Note:

- A booking for the hire of any of the CHC premises as set out in this form will be held for a maximum of 14 days.
- At the expiration of 14 days if the security bond (\$500) as specified and deposit (if required), have not been paid, then the reservation will be cancelled and the premises will be made available for alternative bookings.
- If required, a premises layout is to be provided to the office no later than 7 days prior to event date.
- Prices are subject to change.
- We do not accept payments prior to 12 months before event date.