

# Greek Orthodox Church of St. Anthony Community Centre Application form (2016-2017)

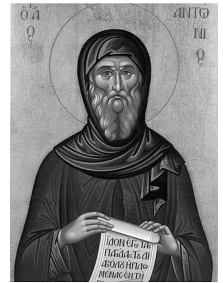
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Prospect SA 5082

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## 1. Introduction

The Greek Orthodox Church of St. Anthony Community Centre located behind the Greek Orthodox Church of St. Anthony – 65-67 Milner St. Prospect SA (car park entrance via Gloucester Street) offers a large space for hire. The new purpose-built Centre offers a spacious Hall to seat approx. 230 guests complete with a large commercial kitchen.

### Key features:

- Separate Kitchen servery and Bar servery
- Off street car parking for approx. 70 cars
- Ceiling Mounted projector with large motorised Screen (*coming soon*)
- 4 large wall mounted flat screen LCD TV's (*coming soon*)
- Close to Main North Road (approx. 80 metres)

## 2. Criteria for room hire

We do not take tentative bookings and any returned application form will be processed and confirmed if the date is available. After this, cancellation fees in line with the cancellation policy will apply.

The Church Executive Committee will assess the applications against the following selection criteria:

- For specific community hire fees (to be negotiated), the organisation must provide an activity that benefits the residents of the City of Prospect or The Greek Orthodox Church of St. Anthony.
- The facility is suited to the proposed activities and programs.
- The organisation has a current Public Liability Insurance policy for its proposed activity/event/function.
- The organisation has no outstanding debt from previous usage of any other community facilities.

We have structured our fees based on the category of users and their use of the Community Centre:

**Private Hire / Community Based groups or provision of services for the community /  
Corporate Hire / Government Hire**

### **Please note:**

**All hires from 5pm Friday until 8am Monday are considered "WEEKEND" Hire.**

Fees for hire will be set by the Greek Orthodox Church of St. Anthony and reviewed on an annual basis.

As the needs and goals of those sharing the community facility are varied, the Church Executive Committee will establish the priorities for best use of Community Centre.

\*You may return your completed application form and signed terms and conditions to:

### **In person to:**

Greek Orthodox Church of St. Anthony  
65-67 Milner Street  
Prospect SA 5082

### **or post to:**

PO BOX 51 PROSPECT SA 5082

### **or via email to**

Email: [admin@stanthonychurch.com.au](mailto:admin@stanthonychurch.com.au)

### 3. Application to hire the Greek Orthodox Church of St. Anthony Community Centre

|   |            |   |            |
|---|------------|---|------------|
| <input type="checkbox"/> Organisation   |            | <input type="checkbox"/> Individual                               |            |
| Name:   |            | First name:   |            |
| Contact person:   |            | Last name:  |            |
| Postal address:   |            | Postal address:   |            |
| Suburb:   | Post code: | Suburb:   | Post code: |
| Phone:  |            | Mobile:   |            |
| Email:  |            |   |            |
| <b>Bond return options:</b>   |            |   |            |
| Electronic funds transfer: <input type="checkbox"/> Yes <input type="checkbox"/> No   |            | Bank BSB: _____ Account no: _____                                 |            |
| OR cheques made payable to:   |            |   |            |
| <b>2. Facilities required (please tick appropriate boxes)</b>   |            |   |            |
| <input type="checkbox"/> Main Hall Area only  |            | <input type="checkbox"/> Cool Room                                |            |
| <input type="checkbox"/> Kitchen/Servery  |            | <input type="checkbox"/> AV - Projector/TV ( <i>coming soon</i> ) |            |
| <input type="checkbox"/> Bar Area Facilities  |            |   |            |
| <b>3. Booking date:</b> /     /     to     /     /  |            |   |            |
| <b>3a. Required day/s and time/s</b>  |            |   |            |
| Monday  | From       | am/pm   | to am/pm   |
| Tuesday   | From       | am/pm   | to am/pm   |
| Wednesday   | From       | am/pm   | to am/pm   |
| Thursday  | From       | am/pm   | to am/pm   |
| Friday  | From       | am/pm   | to am/pm   |
| Saturday  | From       | am/pm   | to am/pm   |
| Sunday  | From       | am/pm   | to am/pm   |
| Note: Set-up and pack-down are responsibility of the hirers and must be completed within your allocated time frames. Access to the building outside the times you have booked is not permitted. |            |   |            |
| <b>4. How many people are likely to attend the event?</b>   |            |   |            |
| <b>5. Regular bookings (to be completed only if intending to hire the facility on a regular basis).</b>   |            |   |            |
| <b>5a. Is your group currently incorporated under the Association of Incorporation Act?</b>   |            | <input type="checkbox"/> Yes <input type="checkbox"/> No          |            |
| If yes, provide your Association Number and proof of your Incorporation (if not for profit):  |            |   |            |
| <b>5b. Do you have an Australian Business Number (ABN):</b>   |            |   |            |
| <b>5c. Do you have public liability insurance?</b>  |            | <input type="checkbox"/> Yes <input type="checkbox"/> No          |            |
| If yes, level of cover and policy number:   |            |   |            |
| <b>5d. How regularly does your group meet?</b>  |            |   |            |
| <input type="checkbox"/> Weekly   |            | <input type="checkbox"/> Fortnightly                              |            |
| <input type="checkbox"/> Monthly  |            | <input type="checkbox"/> Bi monthly                               |            |
| <input type="checkbox"/> Other (please state)   |            |   |            |

|  |  |   |
|--|--|---|
| <b>5e. Do you require use of the facility during:</b>  | <input type="checkbox"/> School holidays                 | <input type="checkbox"/> Public holidays      |
| <b>5f. If you have a website, please provide the address:</b>  |  |   |
| <b>5g. What age range does your group cater for?</b>   |  |   |
| <input type="checkbox"/> Children  | <input type="checkbox"/> Youth                           | <input type="checkbox"/> Adults               |
| <input type="checkbox"/> Seniors   | <input type="checkbox"/> All ages                        |   |
| <b>6. Select the type of activity/event you intend to hold at the Centre.</b>  |  |   |
| <input type="checkbox"/> Birthday Party  | <input type="checkbox"/> Social Gathering                | <input type="checkbox"/> Christening          |
| <input type="checkbox"/> Funeral Wake  | <input type="checkbox"/> Engagement                      |   |
| <input type="checkbox"/> Meeting   | <input type="checkbox"/> Conference                      | <input type="checkbox"/> Training             |
| <input type="checkbox"/> Funeral Remembrance   | <input type="checkbox"/> Other - (provide details below) |   |
| <b>Provide details:</b>  |  |   |
|  |  |   |
|  |  |   |
| <b>7. How will the Community of Prospect or the Greek Orthodox Church of St. Anthony benefit from the activities provided by your group?</b>   |  |   |
|  |  |   |
|  |  |   |
| <b>8. Are your planned activities open to the general public (as opposed to members only)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |   |
| <b>9. Will you or your organisation charge a fee or entrance levy for the event (includes participation, membership, activities etc):</b> <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |   |
| If yes, which are applicable:  |  |   |
| <input type="checkbox"/> Per attendance \$   | <input type="checkbox"/> Annual fee \$                   | <input type="checkbox"/> Refreshments only \$ |
| <b>10. Are you or your organisation in receipt of external funding (eg grants/sponsorship):</b> <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |   |
| If yes, please provide details:  |  |   |
|  |  |   |
|  |  |   |
| <b>11. Will you or your organisation provide, sell or consume alcohol during this event?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |   |
| <b>Note:</b> You will need to provide the appropriate liquor licence at least 14 days before the   |  |   |
| <b>4. Declaration</b>  |  |   |
| I hereby acknowledge that I have read and understood the 'Greek Orthodox Church of St. Anthony Community Centre Terms and Conditions' and the additional terms and conditions (if deemed to be a High Risk function).  |  |   |
| I understand that:   |  |   |
| <ul style="list-style-type: none"> <li>My group and I are responsible for ensuring that the premises are left clean and tidy.</li> <li>My group and I are responsible for any loss or damage to the facility and its contents and agree to pay any costs incurred as a result of that loss or damage.</li> <li>We do not take tentative bookings and any returned application form will be processed and confirmed if the date is available. After this, cancellation fees in line with the cancellation policy will apply.</li> </ul> |  |   |
| Signature of applicant:  |  | on behalf of:                                 |
|  |  |   |
| Date:  |  |   |
|  |  |   |

**Office use only**

Name of group/organisation:

Contact name:

Booking commencement date: / / 20

Booking completion date: / / 20

Hirer category

**Community based group or provision of services for the community**

**Private Hire**

**Government Hire**

**Corporate Hire**

Alcohol:  Yes  No      Liquor licence required:  Yes  NoDo we have a copy of the liquor licence?  Yes  No      Date:Do we have a copy of the public liability insurance?  Yes  NoSecurity required:  Yes  No      Agency:      No. of staff:Catering:  Externally provided       Use of kitchen/bar facilities       Cooking on site (eg use of barbecue)

Approved by (name)

Approved by (signature)

Approval date:

Hirer notified by (name):      Signature:

Date hirer was notified:

Comments: