

Booking Application Form



1. Name of Organisation:

2. Name of Person authorised to act on behalf of the Organisation:

3. Position held in Organisation:

4. Address (Registered Office):

4a. P.O. Box:

5. Business Telephone No:

Facsimile:

5a. E-mail address:

6. We require (Name of Room):

7. Date(s) of proposed function:

8. Time required from:

To:

9. Attendance:

Room Set-up:

10. Name of Event (for signage purposes):

11. I have read and understood the General Information and Conditions.

11a. Deposit of \$_____ should accompany this form with cheques being made Payable to "Grand Lodge Holding Limited"

Signed

Date:

General Information and Conditions of Booking

General information and conditions as at July 2007. Prices subject to change without notification.

All correspondence should be addressed to either:

"The Manager",
Dallas Brooks Centre,
300 Albert Street,
East Melbourne Victoria 3002.

"The Manager",
Dallas Brooks Centre,
P.O. Box 154
East Melbourne Victoria 8002.



Welcome to the Dallas Brooks Centre

To ensure your function is a success, we will offer our professional and personal assistance. Familiarise yourself with our General Information and Conditions. If you have any queries, our Function Coordinator will be pleased to assist you.

Tentative Booking

Upon receipt of an enquiry, a booking will be considered tentative and will be held without obligation, for a period of ten (10) working days. Once this period has elapsed, "Dallas Brooks Centre" reserves the right to cancel the booking and re-allocate the venue to other interested parties.

Confirmation of Booking

The booking will be considered as confirmed upon receipt of a \$4,000.00 deposit, or 50% of the anticipated costs, whichever is the lesser, together with the completed Booking Application Form and a letter of confirmation. "Dallas Brooks Centre" reserves the right to cancel the booking if the letter of confirmation or standard Booking Application Form and deposit have not been received within ten working (10) days of the original reservation.

Security Deposit

"Dallas Brooks Centre" reserves the right to ask for and retain a bond equal to twenty-five per cent (25%) of the hiring fee which may be applied by "Dallas Brooks Centre" in carrying out any cleaning or repairs required following the completion of the hiring but will be refunded in the event of the venue being left in a satisfactory condition.

"Dallas Brooks Centre" reserves the right to cancel Auditorium events, where the balance due has not been paid "seven working days prior to the event date.

Food and Beverage Menus: Provision and Service

"ChefsScene Pty Ltd" operates as the registered caterer at the premises: "Freemasons Victoria Pty Ltd" holds the liquor licence. Consumption of food or beverage other than those supplied by the "Dallas Brooks Centre" approved Caterer is not permitted by the function organisers or their guests. Our in house Caterers will assist you with a selection of menus to suit your specific requirements. Our kiosks may be open on request.

Catered Functions

"Catered Functions" applies to bookings when menus are pre-selected and guest numbers to be served are confirmed at least three working days prior to the event.

300 Albert Street East Melbourne VIC 3002 PO Box 154 East Melbourne VIC 8002
Phone 03 9411 0102 **Fax** 03 9416 1468 **Toll Free** 1800 068 416 **Website** www.dallasbrookscentre.com.au



Non-Catered Functions

"Non-Catered Functions" applies to bookings where catering services are limited to cash sales (kiosk operations) or when food and beverage service is not required. Cash sales/kiosk operations also require at least five (5) working days notice for availability.

Menu and Service Details

Finalisation of your function menu and service requirements must be made twenty-one (21) days in advance. Confirmation in writing detailing the services and costs will be required from the Function Organiser. Call Oscar on 03 9495 6444.

Final Attendance Numbers and Payment

The final and minimum chargeable number of guests attending the function is required by 12.00 noon, three (3) working days prior to the date of the function and balance of payment is required at the same time either in cash, Credit Card (Visa, Master Card or Bankcard), bank deposit or by bank cheque. Personal cheques are accepted only when received seven (7) clear working days prior to the function. The Preferred payment accepted by The Dallas Brooks Centre is bank deposit, clients must quote name of organisation and DBC event number (supplied on initial enquiry) when making payment.

Listed Prices, Validity and Surcharges

All prices are current and subject to change without notice. All prices and charges will be confirmed in writing prior to your function by our Coordinator. A 25% surcharge is applicable on food and beverage prices for functions held on Public Holidays. For functions extending into Public Holidays, the surcharge will be confirmed based on details of service required.

Agreed Function Times

Occupying and vacating the rooms within the times scheduled are the responsibility of the Client. In the event a function extends beyond the agreed times, venue hire fees and/or labour charges will apply at the discretion of "Dallas Brooks Centre" Management.

Entertainment

If entertainment is required, our Functions Coordinator will gladly assist you. Please note that performers must be current members of their respective Unions. The Musician's Award stipulates that members must receive a full meal for which there is a charge of \$30.00 per person inclusive of soft drinks during the performance.

Noise Levels

The Hirer shall not permit the level of noise from any entertainment in the venue to exceed the level recommended by the National Health and Medical Research Council of Australia viz: 100dB per half hour per day. The noise level shall be measured at a height of one metre above the floor at points nominated by the Manager.



Decoration and Technical Requirements

The Functions Coordinator will assist you with any extra decoration and technical requirements. These added Extras will incur separate charges. No signs or display material is to be nailed, screwed, stapled or adhered to any surface of the complex. Likewise all emergency exits and fire doors must be accessible at all times and Inflammable materials in public areas must be kept to a minimum.

Displays & Signs

No placard, poster or other advertisement relating to the Hirer's attraction shall be placed or affixed anywhere in the foyers except upon the notice boards provided for this purpose and specifically assigned to the Hirer by the Manager.

Any external advertising posters are the sole responsibility of the Function Organisers and must be within all **Local By-laws**.

The Manager reserves the right to reject any display that does not conform to a reasonable standard of presentation.

Special Effects

Authority from "The Dallas Brooks Centre" is required before smoke machines, special balloon effects and/or pyrotechnics may be operated. Your Function Coordinator must be informed in writing of the proposed use of the equipment ten working days in advance. Please note the [NOTIFICATION OF HAZARDOUS EVENTS CONDITIONS FORM](#) attached. Should the Fire Brigade respond to an alarm in an event venue, which has been set off by the unauthorised use of any of the above special effects, or by Patrons at the Event, the Client will be liable for any Fire Brigade charges incurred by the "Dallas Brooks Centre".

Deliveries & Storage

All deliveries to the "Dallas Brooks Centre" must be arranged in advance and marked with the name, date and venue of the event. Whilst every effort will be made to assist in movement of goods from the loading bay to the function room, assistance will be offered on the basis of staff availability at that time. The "Dallas Brooks Centre" does not have storage facilities other than venues booked by the Client. The "Dallas Brooks Centre" will not accept any responsibility for damage or loss of merchandise left on the premises prior to, during, or after the event. Goods left with the "Dallas Brooks Centre" without prior arrangement will be deemed abandoned.

Smoking Policy

In the interest of public health and in line with Government Regulations the "Dallas Brooks Centre" is a smoke-free complex.

Insurance

No responsibility for loss or damage of merchandise and personal items left on the premises, prior, during or after the function will be accepted by the "Dallas Brooks Centre". Function organisers should arrange their own insurance. Function organisers are also financially responsible for any damages or theft of fixtures and fittings incurred during a function. All Clients using the Auditorium are advised to have their own Public Liability Insurance (Minimum \$10,000,000).



Cancellation

In case of cancellation:

More than 90 days prior to function:	Deposit will be refunded less booking fee of 10%
45 to 90 days prior to function:	Full Deposit will be retained as compensation for lost business
Up to 45 days prior to function:	Forfeiture of the Full Deposit and the Organiser may be liable to pay a fee to cover any incurred costs for said function.

Limit of Hiring

In the event that "Dallas Brooks Centre" cannot be made available to the Function Organiser on the date(s) for which it has been hired by reason of fire, flood, damage, industrial dispute, or any other reason, the Management of the "Dallas Brooks Centre" shall not be liable for any loss, damage or injury whatsoever suffered by the Function Organiser as the result of the unavailability of the function room. Freemasons Victoria Pty Ltd, as owner of the venue, reserves the right to cancel bookings, with no liability attributable to Freemasons Victoria Pty Ltd or the "Dallas Brooks Centre". Management reserve the right to cancel any event that has not complied with the above condition.

Disabled Access

For ease of Access and Emergency Evacuation, it is strongly recommended that Patrons with Physical Mobility Problems are directed to the STALLS LEVEL of the Auditorium. The elevators do not go to the Gallery level of the Auditorium. Access for 300 Albert Street can be gained via Eades Street.

Security

If in the opinion of the Management of the "Dallas Brooks Centre", it is necessary to employ additional staff for the purpose of maintaining security at any function to be held at "Dallas Brooks Centre", the cost of employing such staff shall be added to the function charge.

The Hirer shall not arrange for the attendance of crowd control agents/security guards or police without having obtained the written consent of the Manager.

Responsible Serving of Alcohol - House Policy

In line with the National Alcohol Beverage Industries Council guidelines of Responsible Serving of Alcohol our staff members are instructed not to serve any alcoholic beverages to guests under the age of 18 years, or to guests in a state of intoxication. Our policy is to serve our guests in a responsible, friendly and professional manner. We encourage drinking alcohol in moderation. This must be communicated to the guests in attendance at the function.



Entry to Building

Public entry to the venue is through the main foyer doors of the building. During that part of the hiring period when patrons are admitted, all doors must be kept unlocked and ready for use as escape doors in case of alarm from fire or other cause.

During that period of hire when patrons are not admitted, all doors other than those essential to the conduct of the building or activity therein shall be kept locked in the interest of security.

The forecourt at the Albert Street entrance is not to be used as a holding area.

Touting

Calling out aloud, spruiking or touting in relation to any entertainment or engagement shall not be permitted inside or within the environs of the venue, except by permission in writing from the manager.

Animals

No Animals shall be permitted in hired premises or its environs without written consent of the Manager with the exception of guide and hearing dogs, which are permitted in public places at all times.

Dallas Brooks Surface

To protect the surface any instrument, set component or additional staging which will contact the floor must have protective cushioning or rubber grommet base. No set or staging component shall be screwed, pinned or nailed into the floor. Where damage is sustained by failure to observe these conditions, the Hirer may be charged for any repair costs involved.



Extra Cost not included in room hire

The Dallas Brooks Centre will as part of the condition of hire insure that your rooms are clean & ready for your Event. We will also include a clean up after your event.

Management however reserve the right to charge a fee for any cleaning during the event and for the removal of any excessive amount of waste, and recovery of any cost for the hire of equipment that will assist in doing that.

We have a large number of tables & chairs that are included in the room hire. If the Dallas Brooks Centre needs to hire tables/chairs in for your event, that cost will be invoiced to the client.

Security; The Dallas Brooks Centre has a preferred company, McCall Security, who takes care of all our Security matters and we request that all our clients use them.

Any storage of goods before or after Events may incur room hire cost; Authorisation must be obtained in writing from the Dallas Brooks Centre Event Coordinator for any storage issues.

Item	Comment	Total (inc GST)
Cleaning	Prices will differ depending on cleaning required and time frame needed	
Internet Connect	Hook up per day Per outlet (other cost may apply depending on use)	\$60.00 \$20.00
Phone	Phone lines are situated in all banquet rooms and Auditorium Foyer	\$60.00
Table Cloth		\$6.20 ea
Security	Weekdays (Day Rate) Weekdays (After 6:00pm) Saturday Sunday Public Holiday	Price on Application

Any cost incurred by The Dallas Brooks Centre that has not been agreed to, will be charged to the client.

The following method of payment is acceptable:

- Electronic Funds Transfer (EFT) payable into our bank account, must supply organisation name & DBC event number.
Grand Lodge Holding Ltd
Bank: NAB
Account Number: 797 443 772
BSB Number: 083 004
- Cheque, conditions apply
- Credit Card (Visa, MasterCard) all such payments attract a handling fee of 2%.

The Dallas Brooks Centre is conveniently located on the fringe of Melbourne and is easily accessible by public transport. Unfortunately, we do not have on-site car parking; however, commercial car parking facilities are available at the adjoining Freemasons Hospital Medical Centre in Victoria Parade, East Melbourne (see attached)

In order to assist with catering arrangements we would require confirmation of numbers attending at least three (3) business days prior to the function. Cancellations will not be accepted after this date.

Our on site caterers CHEFSCENE can be contacted on (03) 9495 6444 and would be more than happy to assist you with your needs.

Thank you for selecting Dallas Brooks Centre, we trust that your function will be a great success.

Car Parking Near the Dallas Brooks Centre



Metro Parking

Freemasons Hospital Day Procedure Centre
320 Victoria Parade, East Melbourne VIC 3002
Phone: (03) 9600 1744

Operating Hours: Please check operating hours

Monday to Friday ½ Hour
Monday to Friday All Day
All Day Weekends and After 6.00pm Week Nights

Wilson Parking

Eye & Ear Hospital
410 Albert Street, East Melbourne VIC 3002
Phone: (03) 9224 0334

Operating Hours: MONDAY TO FRIDAY 6-30am –10-00pm

Monday to Friday Per ½ Hour
One Hour
Two Hours
2 To 3 Hours
Earlybird Enter Before 9.00am on the roof parking

Regal Parking

Mercy Hospital
Car park Grey Street, East Melbourne VIC 3002
Phone: (03) 9639 1388

Weekends
Daily Rate
Nights



Auditorium choir stalls view



Promenade Room theatre style

300 Albert Street East Melbourne VIC 3002
Phone 03 9411 0102 **Fax** 03 9416 1468

PO Box 154 East Melbourne VIC 8002

Toll Free 1800 068 416 **Website** www.dallasbrookscentre.com.au

Notification of Hazardous Event Conditions



Policy

It is the policy of the Dallas Brooks Centre to ensure that every event within its venues is conducted in a safe manner.

To assist in achieving this outcome, the Dallas Brooks Centre requires each production company or presenter to complete a Notification of Hazardous Event Condition (attached). The Notification of Hazardous Event Conditions forms part of the hiring agreement.

Procedures

- The attached "Notification of Hazardous Event Conditions" is also available from the Venue office upon request.
- The notification is to be completed by the Production Company or Presenter, and submitted to the Function Coordinator, at least 14 days prior to bump in.
- If deemed necessary, a demonstration time and date to view any hazardous condition, can be made by contacting the Function Coordinator.
- A risk assessment based on Australian Standard AS4360 will be conducted whilst on site, and the outcome of this assessment may either approve or reject the hazardous conditions, or provide operational controls to ensure minimal risks and maximum safety strategies are employed.
- Should hazardous event conditions require the appointment of dedicated Safety Officer or operator to the event in question, the hirer/presenter will be notified and this position will be rostered accordingly by the Function Coordinator, and at the presenter's expense?
- Material Safety Data Sheets must be provided along with the notification where appropriate.
- Failure of the Production Company or presenter to comply with this policy, in total or part, breaches legislative conditions of the OH&S Act 1985, and constitutes a failure to comply with "duty of care" provisions.
- Examples of hazardous event conditions include, but are not limited to overhead rigging, including props and/or people, temporary staging and platforms, use of theatrical props, naked flame and theatrical effects including pyrotechnics and smoke, use of water and manual handling hazards.

Notification of Hazardous Event Conditions (cont)



Must be completed by the Production Company or Presenter

Company: _____

Production: _____

Venue: _____

Date/s: _____

Technical Contact: _____

Phone: _____

Briefly describe major set elements

Hazardous Condition

Materials Involved

Manual Handling

Hazard:

Estimated Weight:

Must include hazard associated with unloading, set-up and rigging of major elements

Rigging, Pyrotechnics, Explosives and Firearms Use Only

Accredited or Licenced person	Contact Details
License or Permit number	Expiry Date
(A copy of the license or permit must be made available to the manager, at or prior to the risk assesment meeting)	

Declaration

I confirm that the above details are a true and accurate reflection of hazardous performance conditions and that all effects will be conducted within OH&S guidelines.	Print Name
	Signature
	Position Date
Approved by: _____	
Technical Manager: _____	
Date: _____	