



280, Shreeve Road, Canning Vale WA 6155
 Telephone: (08) 9256 1314 / 9455 7220
 Website: www.sikhwa.org.au

PROGRAM BOOKING APPLICATION FORM

(NOTE – THIS FORM HAS TO BE COMPLETED IN FULL FOR CONSIDERATION BY SAWA EXCO)

THE FORM CAN BE RETURNED BY

- SENDING IT TO THE ATTENTION OF THE SECRETARY : secretary@sikhwa.org.au
- BY MAILING TO THE ATTENTION OF THE SECRETARY, 280 SHREEVE ROAD, CANNING VALE WA 6155

SECTION 1: APPLICANT DETAILS

Name of Applicant: _____

SAWA Membership No: _____ (Non-SAWA members please complete section 2)

Street Address: _____

Suburb: _____ Postcode: _____

Phone: _____ Email: _____

SECTION 2: REFEREE'S DETAILS (SAWA Member)

Name of Referee: _____

SAWA Membership No: _____

Street Address: _____

Suburb: _____ Postcode: _____

Phone: _____ Email: _____

SECTION 3: PROGRAM DETAILS

Type of Program General / Private / Wedding / Other (**) Number of Guest: _____

Date: _____ Day: _____ Time: _____ (am/pm) to _____ (am/pm)

Other (**Please Elaborate): _____

Wedding Parties Details: GROOM _____

BRIDE _____

COSTS FOR THE PROGRAM ARE AS NOTED IN THE TABLE BELOW. COSTS ARE TO BE PAID WITHIN 72 HRS OF APPROVAL. A CANCELLATION NOTICE PERIOD OF ONE WEEK IS REQUIRED FOR FULL REFUND. ELSE ONLY THE BOND WILL BE REFUNDED.

Type of Program (Refer Note 1)	Tick If Applicable	BOND	FEES	TOTAL
General Program		N /A	N/A	N/A
Private Program (<100 people)		\$200.00	\$250.00 (PRAYER HALL USE ONLY + LIGHT REFRESHMENTS ONLY) or	
Private Program (100 or more)		\$1000.00	\$500.00 (PRAYER HALL, DINNING HALL & FULL KITCHEN USE)	



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NOTES - CONDITIONS OF USE

1. General Program is one that is open to the entire Sangat (e.g. Sunday / Sangrand). Private Program are ones based on invitation and held on days other than Sunday.
2. SAWA EXCO reserves the right to refuse an application without providing a reason.
3. The program will be managed by SAWA EXCO -The President , Secretary , Treasurer or any other delegated personnel
4. ONLY religious programs are permitted. (No cutting of birthday/wedding cakes).
5. Only VEGETARIAN food shall be prepared and served within the premises.
6. On General Programs the SAWA guidelines on food must be adhered too.
7. On completion of the program the facilities (Kitchen, halls, external covered areas and grassed areas) **MUST** be cleaned properly. Costs for cleaning or repairing damage will be deducted from the bond money.
8. Payment can be done as: Cash, EFT, Eftpos.
9. SAWA EXCO reserves the right to cancel a booking in the event of any unforeseeable situations arising.
10. SAWA EXCO maintains a **ZERO TOLERANCE to** offensive, disturbing or disrespectful attendees. Such attendees will be removed from the premises.
11. Consumption of Alcohol, Tobacco or any other intoxicants is not be permitted on the entire premises.
12. Guests must dress modestly, remove shoes at the designated area and cover their head within the premises.
13. The Applicant shall be responsible for sharing with all the guests the observed SIKH practices on the premises.
14. SAWA will not be responsible for any loss of personal affects, property or cash and any claims to this effect will not be entertained.
15. ANY offerings will remain the property of SAWA.
16. Alteration of the general setup and sound system settings is not permitted.
17. All religious ceremonies and weddings will be performed by SAWA's assigned Priest and Marriage Celebrants only.
18. The access roads/driveways inside the premises shall be kept clear at all times for vehicle traffic and no ceremonies are permitted on them.
19. Use of the kitchen (or any items from the kitchen) for functions outside the Gurdwara is not permitted.
20. On ALL Private Programs the Applicant shall be responsible for any loss / damage or injury resulting from the use of the facility and kitchen. Applicants must ensure that all essential safety measures are identified and implemented for the specific activities /events.

DECLARATION – I HAVE READ, UNDERSTOOD AND AGREE TO ALL THE STIPULATED CONDITIONS

Signature of Applicant: _____ Date: _____

For SAWA Office Use Only

Date Received _____

APPROVED / NOT APPROVED

Signature: _____ Date: _____