

Hire Application – Casual Hire

Group/Session Name: _____

Not For Profit Collaboration Commercial/For Profit Individual/Private

Contact Person: _____

Business Name: _____ ABN: _____

Position: _____

Phone: _____ Mobile: _____

Email _____ Website: _____

Postal Address: Street/PO Box _____

Suburb _____ Post Code _____

Bank details for bond refund: BSB _____ **Account Number:** _____

Course/Session Title: _____

Brief Description: _____

Booking Request:

Room 1 Room 2 Kitchen Playground and Outdoor area

Day: Mon Tues Wed Thurs Fri Sat Sun

Start time: ____ : ____ am/pm Finish time: ____ : ____ am/pm

Date: ____ / ____ / ____ (dd/mm/yy)

Attendees:

Number of People Attending: ____ : Age Groups: Children Teenagers Adults

Equipment Required: Tables x _____ Chairs x _____ TV/DVD

Agreement:

By signing this Acknowledgement I/we acknowledge that I/we have read, understood and agree to the terms and conditions of hire. I/we understand that this form is a legal contract with the Victoria Park Community Centre Inc. and I am an authorised representative legally able to accept full responsibility on behalf of my group/organisation.

I/my group has insurance to cover all my/our equipment used or stored at the centre. I/we acknowledge that damage or theft of my/our group's equipment is our responsibility and is not covered by the Centre. I/we agree to provide non-identifying information twice yearly regarding my/our group for funding body and Annual reporting purposes.

Signature: _____ Name: _____ Date: _____

Signature: _____ Name: _____ Date: _____