

Hallam Community Learning Centre Inc.



56 Kays Avenue, Hallam Vic. 3803
Phone 9703 1688 E-mail admin@hallamclc.com.au



Incorporated since 1986 No A7966 ABN 53 001 164 470

APPLICATION FOR CASUAL ROOM HIRE

1 January, 2020 - 31 December, 2020

HIRER'S DETAILS

Name of organisation or group.

Primary contact name.

Secondary contact name.

Primary Mobile.

Telephone (bus. hrs)

Secondary Mobile

Telephone (bus. hrs)

Primary contact email.

Secondary contact email.

BOOKING REQUIREMENTS:

Day & Date of your hire:

ROOM	HIRE TIME IN	HIRE TIME OUT

Free time is allocated prior to Hire Time In and Out to set up for your function and clean afterwards.

Approx. time entering
the building:

Approx. time leaving
the building:

What is the purpose of your hire?

How many people are attending, include children.

Do you require extra chairs? If so, how many?

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PUBLIC LIABILITY INSURANCE:

It is a requirement of Council buildings that all organisations are incorporated and have public liability insurance.

Do you have public liability insurance? YES NO (please tick)

A copy of public liability insurance certificate is attached. (please tick the

Purchase casual public liability insurance at \$25 per hire. applicable selected)

HIRE FEES:

A holding deposit of \$100 is required to secure your requested date—loss of date can result if not applied.

Insurance	\$ _____	non-refundable.
Security Deposit	\$ <u>350.00</u>	Refundable on conditions being met.
Key Bond	\$ <u>100.00</u>	Refundable on conditions being met.
Hire Charge	\$ _____	(_____ hrs @ \$ _____ per hour) Non refundable.
TOTAL:	\$ _____	
Less deposit	\$ _____	date paid _____ / _____ /2020 Rec. No. _____
TOTAL BALANCE	\$ _____	date paid _____ / _____ /2020 Rec. No.. _____

CANCELLATIONS: Any cancellations made prior to booking date shall incur a **\$20.00** administration fee which shall be deducted from the hirer's deposit.

AGREEMENT: I acknowledge that:

- I have read, understood and agree to the Terms & Conditions of Facility Hire.
- I have read, understood and agree to the schedule of fees and charges associated with my booking.
- The room is hired to the Hirer on the terms contained in the Application for Hire.
- Where the Hirer is a company or incorporated association, I am authorised by the Hirer to complete the Application for Hire on the Hirer's behalf.
- I am personally responsible for ensuring that the Hirer complies with the Term & conditions of hiring the room and if the Hirer breaches any of the Terms & Conditions, I will be personally responsible for any such breaches, including any damage to the room.

Name— Please print.

Signature— Date:

\$100 deposit will secure your booking and full payment is to be made prior to your hire of our facilities.

Bond refunded upon conditions post hire and return of key. Please inquire for refund.

Refunds received—NAME: _____ SIGNATURE: _____

Office Use Only: Security Bond refunded—date _____ \$ _____

Key Bond refund—date _____ \$ _____

Method:- MOTO - EFTPOS - CASH - DIRECT DEPOSIT - CHEQUE (Please circle).