

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 PERMANENT ROOM HIRE

HIRER'S DETAILS

Name of organisation or group.

Address:

 Post Code:

Primary contact name.

Secondary contact name.

Primary Mobile.

Telephone (bus. hrs)

Secondary Mobile

Telephone (bus. hrs)

Primary contact email.

Secondary contact email.

BOOKING REQUIREMENTS:

Dates required.

ROOM	HIRE TIME IN	HIRE TIME OUT
Large Multipurpose		
Small Multipurpose		

An allowance of 30mins is allocated prior/after Hire to set up and clean, if additional time is required it must be included in hire booking time.

Time entering
the building:

Time leaving
the building:

What is the purpose of your hire?

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

Do you require any extra equipment?

Permanent hirers shall be invoiced on a regular basis by arrangement.

All invoices will be sent via email or hardcopy delivered by mail.

Payment is to be made 14 days in advance of the booking by Direct Credit, Cheque, Cash or EFTPOS.

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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 \$15 per hire. ☐ applicable selected)

BOND FEES:

Date paid upon previous commencement of hire:

Amount paid \$

Security Deposit \$ Refundable on conditions being met.

Key Bond \$ 100.00 Refundable on conditions being met.

TOTAL: \$ Receipt No: Date:

HIRE FEE:: Full rate \$ per hour

Community rate \$ per hour (Please attach Inc. Certificate).

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.
- The Hallam Community Learning Centre has the right to terminate any hire agreement if conditions of hire has not been met.

Name— (Please print).

Signature— Date:

Office Use Only: Date ceased hire of HCLC facilities:

Security Bond refunded—dated \$

Key Bond refund—dated \$

RECEIVED Signed:

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

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REFERENCES/REFEREES: *We require references, two if possible.*

1. Name of last facilities hired by yourself/group:

Address:

Contact person:

Contact number:

Hire date commenced:

Date ceased:

2. Name of last facilities hired by you/group:

Address:

Contact person:

Contact number:

Hire date commenced:

Date ceased:

I,

Understand that all hire shall be paid in advance and if any overdue invoices are not received prior to hire commencement, Hallam Community Learning Centre may then notify me/us verbally that our hire agreement shall cease, therefore, no access shall be allowed to the building and the key/s provided by HCLC to access the Centre shall be returned immediately.

The Hallam Community Learning Centre shall contact your venue referees before any hire agreement is accepted. The hirer is notified of commencement of hire pending the outcome of queries made. The Hirer shall also produce photo identification for confirmation.

Signed:

Dated:

Office Use Only Drivers Licence No: _____

or other photo identification sighted: _____ Date: _____