



56 Kays Avenue, Hallam Vic. 3803
Phone 9703 1688 E-mail admin@hallamclc.com.au
Incorporated since 1986 No A7966 ABN 53 001 162 470

Application for Permanent Room Hire

We are committed to the safety, participation, and empowerment of all children regardless of abilities, age, gender, sexuality, or culture.

We are committed to the cultural safety of Aboriginal children and our CALD community and have zero tolerance for child abuse.

HIRER'S DETAILS

Name:		
Address:		
Mobile:	Telephone:	
Email:		
Name of Organisation (if applicable):		
Secondary contact Person		
Name:	Phone:	Email:

BOOKING REQUIREMENTS:

Day:	Date:	Time:
Time entering building:	Time leaving building:	
<i>An allowance of 30mins is allocated prior/after Hire to set up and clean up. If additional time is required, it must be included in hire booking time</i>		
Space required:	<input type="checkbox"/> Large Room	<input type="checkbox"/> Small Room
Purpose of hire:		
Number of people attending:	Do you require extra chairs/other equipment:	

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 <input type="checkbox"/> No <input type="checkbox"/>	
Certificate provided: <input type="checkbox"/>	Purchase casual public liability insurance \$15 per hire: <input type="checkbox"/>

HIRE FEES:

Full payment is to be made 14 days prior to our hire date.

Large Room:	Hrs @ \$	per hour = Total per hire \$
Small Room:	Hrs @ \$	per hour = Total per hire \$

TOTAL HIRE FEES:

Public Liability Insurance	\$
Hire Fee	\$
Less Deposit	\$
Balance	\$

OFFICE USE ONLY - PAYMENT DETAILS:

	Date Paid	Receipt No
Deposit \$		
Balance \$		



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PAYMENTS: Can be made in person with **Cash** or **EFTPOS** or via **Direct Bank transfer** –

Acc Name: Hallam Community Centre INC BSB: 033 341 Acc no: 440013 Reference: Your name

CANCELLATIONS: Any cancellations made no earlier than 14 days prior to booking date shall incur a **\$20.00** administration fee which shall be deducted from the hirer's payment before refund.

BONDS:

All hires outside of normal Centre hours will incur a Security bond and Key bond, both refundable after hire conditions have been met.

OFFICE USE ONLY - PAYMENT DETAILS:

Security Bond	\$
Key Bond	\$

	Date Paid	Receipt No	Date Refunded	Receipt No	Staff Signature
Security Bond					
Key Bond					

I _____ have received refund of bond money of \$ _____

Signature: _____ Date: ___ / ___ /20___

KEY COLLECTION AND RETURN:

Key collection to be arranged with office staff within the week prior to your hire date (unless arranged under special circumstances) Key return as per instructions discussed with office staff.

OFFICE USE ONLY -

	Date Key Collected	Key Number	Security Code	Date Key Returned	Staff Signature
Key given to hirer					
Key Return Instruction:					

KEY HOLDER RESPONSIBILITIES:

- Keep the keys and security code in a safe place.
- Ensure that you are the only person in the building when security code is entered upon arriving and leaving the Centre.
- Ensure that the main outer door remains on lock for the safety of the Centre and your participants.
- Make sure that you only enter the building and depart as per the times set out in this agreement.
- Leave the building in a clean and tidy manner and make sure that the tables and chairs are returned to their original position.
- Turn off lights and heaters/air conditioners, close all blinds and doors before leaving the building.

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: _____

Signature: _____ Date: ___ / ___ /20___

REFERENCES/REFEREES: We require references, two where possible.



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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 yourself/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.

Signature: _____ Date: ___ / ___ /20___

Photo Identification Sighted		Date
Drivers Licence No		
Secondary Photo Id		