



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

## Application for Casual 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	\$
Balance	\$

### OFFICE USE ONLY - PAYMENT DETAILS:

	Date Paid	Receipt No
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:** **OFFICE USE ONLY - PAYMENT DETAILS:**  
 All hires outside of normal Centre hours will incur a Security bond and Key bond, both refundable after hire conditions have been met.

Security Bond	\$		<b>Date Paid</b>	<b>Receipt No</b>	<b>Date Refunded</b>	<b>Receipt No</b>	<b>Staff Signature</b>
Key Bond	\$	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 -**

	<b>Date Key Collected</b>	<b>Key Number</b>	<b>Security Code</b>	<b>Date Key Returned</b>	<b>Staff Signature</b>
Key given to hirer					
Key Return Instruction:					

**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\_\_\_