

VENUE HIRE APPLICATION

Please complete a separate form for each date required. 'Conditions of Hire' form part of this application.

Contact Name:

Organisation:

- Please tick appropriate category: Individual or non-profit with no external funding
 Non-profit organisation with external funding
 Profit-making organisation

Address:

Daytime Phone No.:

Email Address:

- Venue being booked: Pole Depot Hall
 YouthZone Meeting Room Verandah
 Aurora Room Drop-in
 Counselling Room Cafe

Type of Booking: please tick one only

- Casual Booking Regular Booking
 Including School holidays Excluding School holidays

Day	Date	Start time	Finish time

Purpose of hiring premises:

Previous use of the facility: Yes No

If Yes, Date of Booking:

Referee Name:

Address:

Approximate number of people attending:

Age range of people attending:

Responsible adult:

Contact no.:

Designated First Aider:

Will the function be open to the public? Yes No

If yes, will a fee be charged to participants? Yes No

Public Liability

I have Public Liability cover (attached Certificate of Currency)

Insurance Company:

Policy no.:

Indemnity

The Hirer agrees to indemnify and release the Pole Depot Community Centre from and against any liability, loss, damage, expense, suit, claim, action or cost (including the costs of defending or settling any action, claim or suit) in respect of any loss, damage, accident or injury of any kind whether to property or persons in connection with the use of the venue as per the terms set out in this Agreement by reason of anything done or omitted to be done by the Hirer or its servants, agents or employees, excluding such liability arising from any negligent act, default or omission on the part of the Pole Depot Community Centre or its servants, agents or employees, either solely or in contribution thereto".

I declare that the above information is complete and accurate and agree to abide by the terms of Indemnity.

I have read and abide by the 'Conditions of Hire'.

Signed Date

I/We found out about the facility through

OFFICE USE ONLY

Keys required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Collected:	Date:	Signed:	
Returned:	Date:	Signed:	
Hire fee Hours @ \$ per hour	=
Cleaning fee (if required)		=	\$ 33.00
Bond		=
Public liability		=
Key deposit		=
Total payable		=

Receipt No.: Date:.....

Taken by: Date:.....

Approved by:..... Date:.....