



ABN 98 885 027 531

SOUTH KINGSVILLE COMMUNITY CENTRE
43 Paxton Street, Newport, 3015
☎9399 3000 ☎9399 2282

CASUAL HALL HIRE APPLICATION

Room/s required
Name of Contact Person
Address Post Code
Phone (home) (bus) (mobile)
Email address

Type of Function Number attending
(eg: Trivia Night, Birthday party)
Date required Time required from to
(Please be sure to include set up and clean up time with your function time)

Is kitchen required?
Will alcohol be sold on the night?
Will food be sold during the hire?
Copy of all relevant permits attached
(Including Public Liability Insurance if required).

Have you arranged for security to be present?

Please nominate another responsible person attending function

Name
Address Postcode
Phone (home) (bus) (mobile)
Are there any other details we should know?

HIRE FEES (GST included) All fees are to be paid a minimum of 10 working days prior to the function

Booking Fee (non refundable) Receipt No Date Paid \$
Fee per hour \$ x Total hours = Hire Fee \$
Receipt No Date Paid
Cash Bond (refundable) Receipt No Date Paid \$

CHEQUES TO BE MADE PAYABLE TO THE: SOUTH KINGSVILLE COMMUNITY CENTRE

Cancellation must be made 5 working days before the function or hire fee will not be returned.

The User/Hirer/Lessee shall indemnify and keep indemnified South Kingsville Community Centre, its servants and agents and each of them from, and against, all actions, costs, claims, charges, expenses and damages whatsoever, which may be brought or made or claimed against it by any of them arising out of, or in any way related to, the granting of this agreement and/or the use of the premises. The User's/Hirer's/Lessee's liability to indemnify South Kingsville Community Centre will be reduced proportionally to the extent that any act or omission of South Kingsville Community Centre, its servants or agents, contributed to the loss of liability. I have obtained all permits licences and/or consents required for the conduct of the intended function and I agree with all of the conditions outlined in the South Kingsville Community Centre Casual Room Hire- Conditions of Use.

Privacy Statement: The personal information requested on this form is being collected by SKCC for reference and identification purposes. To ensure confidentiality of information requested we will only use personal information provided by you for the purpose of providing a range of access to facilities and equipment. In accord with our Privacy Policy, we will not disclose your personal information without consent to a third party, institution or authority except where required by law or other regulation.

Signature of applicant Date
SKCC Representative Date

OFFICE USE ONLY

SKCC Manager Booking approved / not approved
Key allocated to Date Staff Initials
Key returned to Date
Bond returned to Date Initials