|  |
| --- |
|  **VENUE HIRE APPLICATION**  |
|  |
| **Prior to completing this application please telephone the contact person listed above to check availability and make a tentative booking. Please DO NOT send invitations OR promote your event at this location unless approval has been granted.** |
|  |
| **INFORMATION REQUIRED** |
| **Contact Person /Hirer** |
| **Company/Organisation** |
| **ABN / ACN** |
| **NFP status** |
| **Contact details** |
| **Phone:****Email:** |
| **Purpose of hire** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Space required** (please circle) **Sports Hall Board Room Community Room****On grounds parking required (please circle) Y / N** Note: Car parking is available in the designated parking spots at the front of the complex, no parking is permitted on the grounds of the property without prior approval by YWCA, an additional fee may be applicable for use of grounds for parking or other activities, please note requirements below:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Do you require access to kitchen facilities Y / N** (please circle) [ if Yes an additional fee may be required].**NB: The kitchen is not to be used for commercial catering.** |
| **Short term or Casual hire** **Date(s) required** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Start time (Incl setup)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Finish time (Incl pack up/clean)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Number of Attendees** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Regular/ Ongoing hire** (Minimum 3 month agreement)**Day(s) per month / Hours** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Number of Attendees** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **SECURITY/SAFETY****Is this a public event(s) Y / N** (please circle)**If yes, please detail security/safety measures you will be taking** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **INSURANCE** Public Liability Cover of $10,000,000 is required to hire, please attach a certificate of currency |
| **Office Use only No Hours Hourly Day Hire Weekly TOTAL**($ are exclusive of GST)  **Agreed Rate Rate Rate Charges** |
| **Agreed Venue Hire (As above)** \_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ |
| **Security Bond** $250 or as identified |
| **Key Deposit** $50 |
| **Approved Hirer Acceptance** (Applicant or delegate to sign at time of application)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**YWCA AUSTRALIA Name or Organisation:** **Date: Date:**  |
|  |
| **Key Collection** |
|  **/ /** Signed |

**Please return completed forms to the above email address.**

**Your hire fee and appropriate payment details will then be supplied to you via return invoice.**