

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 (\$ are exclusive of GST)	No Hours Agreed	Hourly Rate	Day Hire Rate	Weekly Rate	TOTAL Charges
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Agreed Venue Hire (As above)	_____	_____	_____	_____	_____
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Security Bond \$250 or as identified

Key Deposit \$50

Approved

Hirer Acceptance (Applicant or delegate to sign at time of application)

YWCA AUSTRALIA

Date:

Name or Organisation:

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.