

Application/Agreement Room Hire Form

Please ✓

Casual

Regular User

Partnership (approved by CDO)

SECTION 1: GENERAL INFORMATION

Contact Name/Business Organisation <i>*insert legal entity if an organisation, club, company or association</i>			
Address			
Phone Numbers	Business Hours	Mobile	
Email		Drivers licence	

SECTION 2: USE DETAILS

please ✓ preferred Room

Main Activity Hall		Meeting Room 1 (Computer Room)	
Kitchen / Foyer		Meeting Room 2 (Black Seating)	
Counselling Room		Meeting Room 3 (Tables & Chairs)	
Expected number of participants		Preferred Day & Date	
Type of event/activity and description			
TERM		TERM	
DAY	DATE(S)	DAY	DATE(S)
Start time (incl setup)		Finish time (incl pack down)	
Do you have a current DCSI child related employment screening check?			<input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 3: DECLARATION

Description of Action/Undertaking	Checklist
Will alcohol be served/for sale at this event? Please provide Liquor Licence/Single Function Licence Number/RSA Certificate with this Application Form.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I/We are responsible for the condition of the booked facilities during the Hire Period, as well as any hazards created in common areas (e.g. hallways, toilets, foyer, etc). All hazards, spills or breakages will be reported to the relevant council officer immediately.	<input type="checkbox"/> Agree

SECTION 4: LARGE EVENTS

Description of Action/Undertaking	Checklist
I/We expect that the event will have 30 people or more in attendance.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I/We will agree to pay for a sufficient number of security guards for crowd control in accordance with the Centre's policies, as engaged by the relevant Hall Hire Officer (if required).	<input type="checkbox"/> Agree <input type="checkbox"/> N/A
I/We will ensure that the Police will be informed of the event.	<input type="checkbox"/> Agree
I/We understand that the relevant Hall Hire Officer will discuss their requirements and liaise with you to ensure the above considerations are met prior to the approval of the Application Form.	<input type="checkbox"/> Agree
I/We understand that the relevant Hall Hire Officer has the right to reject an Application Form which contains insufficient information for Centre's consideration.	<input type="checkbox"/> Agree

SECTION 5: DECLARATION

Description of Action/Undertaking	Checklist
I/We will provide a relevant criminal history certificate under the <i>Children's Protection Act 1993</i> within 10 business days of the Centre requesting it from me/us.	<input type="checkbox"/> Agree <input type="checkbox"/> N/A
I/We will provide a 'Statutory Declaration as to Suitability of Character' within 10 business days of the Centre requesting it from me/us.	<input type="checkbox"/> Agree <input type="checkbox"/> N/A
Public Liability Insurance Declaration I/We have a current public liability insurance policy. A copy of the Public Liability Insurance Policy Certificate of Currency showing cover to the value of \$10 million is supplied with this Application Form	<input type="checkbox"/> Yes <input type="checkbox"/> No
I/We are responsible for the condition of the booked facilities during the Hire Period, as well as any hazards created in common areas (e.g. hallways, toilets, foyer, etc). All hazards, spills or breakages will be reported to the relevant council officer immediately.	<input type="checkbox"/> Agree

SECTION 6: BOOKING PROCESS

- Please note that fees and charges apply for the use of rooms within the Centre.**
- Except at the discretion of the relevant Hall Hire Officer, a tentative booking will not be held for longer than seven (7) days.
- The return of this application with the required (non-refundable) deposit shows your commitment to hire.
- Once your completed Application Form and deposit are received, you will be provided with written confirmation of your booking. No booking is confirmed prior to this written confirmation being provided.

I/We (the "Hirer") hereby declare that I/we have read, understood and completed the Application Form. I/We agree to all the General Terms and Conditions of hire as set out in the General Terms and Condition of Use and this Application Form. I/We will be responsible for total payment of the fees and charges fixed by Council for hire of the Hall. Bookings are only guaranteed upon acceptance of the Application Form and all necessary payments and deposits in support of same for the dates and times set out in this Application Form.

I/We will be responsible for payment of additional costs such as damages arising during the Hire Period.

I/We confirm that I/We are at least 18 years of age and an authorised signatory of the organisation/applicant (Current photo I.D will be required)

I/We give permission to provide my contact details to Asset Protection, City of Onkaparinga and to the Security Alarm

I/We acknowledge that in the event of a medical incident, Centre Staff and volunteers will follow First Aid principals which may include the calling of SA Ambulance. Any associated costs will be the responsibility of the patient.

Hire Fee	\$	Date of booking		Asset Protection Notified:	
Deposit	\$	Date paid		Use of HWCC Equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Remaining Hire	\$	Date paid		Promotion/Newsletter	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bond	\$	Date paid		Electrical Test & Tag Expiry Date:	
Risk Management Administration Fee	\$	Date paid		Public Liability Insurance Expiry Date:	
Access Card deposit	\$	Date paid		Access Card No:	
TOTAL	\$	Date paid		Invoice:	<input type="checkbox"/> Yes <input type="checkbox"/> No

BSB and Account Number for bond refund BSB ___ - ___ Account _____
Bond refunded in 7-10 working days providing there are no breakages/damage to the Centre's property or excess cleaning fees

Hirer Name	Signature:		Date:
Hall Hire Officer Name	Signature:		Date:

Privacy Statement: Any personal information you have supplied to, or is collected by, the Centre will only be stored and processed by the Centre for lawful purposes directly related to the function and activities of the Centre. Any personal information will only be disclosed to a third party for the purposes of performing a lawful function or activity and for no other purpose