


Brentwood Park Neighbourhood House Inc 21A Bemersyde Drive Berwick VIC 3806 Tel: (03) 8743 0671	
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APPLICATION FORM FOR FACILITY HIRE
CASUAL HIRE – Community Group/ Business
Lodgement of this form does not guarantee use of the facility.

APPLICANT DETAILS

Name of organisation/group:		
If business please state ABN:		
Contact Person:		
Position:		
Address:		
Suburb:	Post Code:	
Email:		
Tel (BH):	Tel (AH):	Mobile:

HIRE DETAILS

Proposed Day of Hire:		Proposed Date of Hire:	
Proposed Hours of Use (including setup & back up)		Start:	Finish:
Brief description of purpose of hire:			
Estimated number of people attending the activity/service			
How many of the people participating in your activity live in City of Casey?			
Room Required::			
		<u>Community Group/Organisation</u>	<u>Business</u>
<input type="checkbox"/> Main Hall	(Maximum legal capacity 100 people)	\$31.00 per hour	\$35.00 per hour
<input type="checkbox"/> Multi-Function Room	(Maximum legal capacity 60 people)	\$27.00 per hour	\$31.00 per hour
<input type="checkbox"/> Craft Room	(Maximum legal capacity 30 people)	\$23.00 per hour	\$27.00 per hour

GROUP DETAILS

Is your group

- Not for Profit Community Group
 Not for profit Community Agency
 Business

Is your group incorporated? YES No

Does your group have Public Liability Insurance cover? YES No

If YES to the above question, a copy of the policy must be provided

If no to the above question, the hirer agrees to pay the Public Liability Insurance charge of \$30.00 per session.

AGREEMENT

- I hereby apply to hire Brentwood Neighbourhood House facilities details as completed above.
- I certify that I have obtained a current copy of the Terms and Conditions of Use document and undertake to comply with all these conditions.
- Where the hirer is a company or an incorporated association, I am authorised by the hirer to complete the Application Form on the hirer's behalf and acknowledge that I am personally responsible for ensuring that the hirer complies with the Terms and Conditions of Use.
- The hirer(s) hereto agree to indemnify and to keep indemnified and to hold harmless the Council, its servants and agents and of 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 or any of them arising out of or in any way related to the hire of the facility herein.

PAYMENT

Booking Fee: A non-refundable booking fee is to accompany this application	\$25.00	Date Paid
Facility Hire Rate \$/hour: <i>Please refer to hire fees list</i>	Security Bond:	\$400.00
Public Liability:	Key Bond:	\$50.00
Security Code (As applicable)	Key Issue No (As applicable)	CA

Notes:

- An invoice will be sent to you prior to your function date.
- Full payment of the invoice is required two (2) weeks prior to the function date.
- Please email your Bank Details for Bond refund to bookings@bpnh.org.au
- Please include: **Bank Name; Account Name; BSB and Account Number.**

Applicants Name (Block Letters):	
I Agree to the Term & conditions Applicants Signature:	
Date:	

Please complete this form and return to: The Booking Officer Brentwood Park Neighbourhood House 21A Bemersyde Drive (P.O Box 536) Berwick VIC 3806	OR Email: bookings@bpnh.org.au Tel (03) 8743 0671 Office Hours: 9.00am to 3.00pm Monday to Thursday 9.00am to 12.00pm Friday
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<u>Office Use Only</u>	
Application Received by:	Date: