



**APPLICATION FORM FOR FACILITY HIRE**  
**REGULAR HIRE – Community Group/ Business**  
 Lodgement of this form does not guarantee use of the facility.

**APPLICANT DETAILS**

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

**HIRE DETAILS**

<b>Proposed Day of Hire:</b>		
<b>Proposed Date Commencing for 2020:</b>		
<b>Proposed Last Date for 2020:</b>		
<b>Please specify whether monthly, weekly etc</b>		
<b>Proposed hours of use (including setup &amp; pack up)</b>	<b>Start:</b>	<b>Finish:</b>
<b>Do you need to book for school holidays?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Do you need to book for public holidays?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Brief description of purpose of hire:</b>		

<b>Estimated number of people attending the activity/service</b>			
<b>How many of the people participating in your activity live in City of Casey?</b>			
Room Required::	<u>Community Group/Organisation</u>		
<u>Business</u>			
<input type="checkbox"/> Main Hall	(Maximum legal capacity <b>100</b> people)	\$28.00 per hour	\$33.00 per hour
<input type="checkbox"/> Multi-Function Room	(Maximum legal capacity <b>60</b> people)	\$24.00 per hour	\$28.00 per hour
<input type="checkbox"/> Craft Room	(Maximum legal capacity <b>30</b> people)	\$21.00 per hour	\$24.00 per hour

**GROUP DETAILS**

Is your group

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

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, booking will not commence until policy been obtained.

**AGREEMENT**

- I hereby apply to hire Brentwood Park Neighbourhood House facilities details as completed above.
- I certify that I have obtained a current copy of the Terms and Conditions of Use Policy 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**

<b>Booking Fee: <i>New bookings Only</i></b> A non-refundable booking fee is to accompany this application	<b>\$25.00</b>	<b>Date Paid</b>
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Facility Hire Rate per \$/hour <b><i>Please refer To Rooms Hired on page 1</i></b>		Security Bond:	<b>\$400.00</b>	
Public Liability <i>Date Provided</i>		Key Bond:	<b>\$50.00</b>	
Storage Cupboard @ \$7.00 per week		Key Issue No (As applicable)		
Half Storage Cupboard @ \$4.00 per week		Security Code (As applicable)		

- All agreements must be renewed by October each year.
- The booking fee, security bond and the key bond is only applicable on the first sign up for New members.
- Please notify the office immediately should there be any changes to the details on this application.

<b>Applicants Name (Block Letters):</b>	
<b>I Agree to the Term &amp; conditions Applicants Signature:</b>	
<b>Date:</b>	

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