



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

APPLICANT DETAILS

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

PAYMENT

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|---|----------------|------------------|
| Booking Fee: <i>New bookings Only</i> A non-refundable booking fee is to accompany this application | \$25.00 | Date Paid |
|---|----------------|------------------|

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|---|--|----------------------------------|-----------------|--|
| Facility Hire Rate per \$/hour <i>Please refer To Rooms Hired on page 1</i> | | Security Bond: | \$400.00 | |
| Public Liability <i>Date Provided</i> | | Key Bond: | \$50.00 | |
| 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.

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

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|---|---|
| Please complete this form and return to: The Booking Officer Brentwood Park Neighbourhood House 21A Bemersyde Drive Berwick VIC 3806 | OR Email: bookings@bpnh.org.au 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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|---------------------------------|--------------|
| <u>Office Use Only</u> | |
| Application Received by: | Date: |