



**APPLICATION FORM FOR PRIVATE FUNCTION HIRE**  
Lodgement of this form does not guarantee use of the facility.

**APPLICANT DETAILS**

<b>Name of organisation/group:</b>		
<b>Contact Person:</b>		
<b>Address:</b>		
<b>Email:</b>		
<b>Tel (BH):</b>	<b>Tel (AH):</b>	<b>Mobile:</b>

**Contact number on night of function for Security Company:**

**FUNCTION DETAILS**

Proposed Day:	Proposed Date:	
Proposed time of hire	Start:	Finish:
Start & finish time event will run	Start:	Finish:
Brief description of function you wish to conduct at the Centre:		
Estimated number of people attending the function: (Max legal capacity for Main Function Hall is 100)		
Is the function registered with the Victorian Police "Party Safe Program"?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Will alcohol be served? The use of kegs or barrels is prohibited.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Will alcohol be <b>sold</b> at the function, either directly or an inclusive charge?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If alcohol is to be sold (yes to above question) a copy of the current licence must be provided.		

**Definition**

**Private Function Hire** means a group or person who requires hire of Brentwood Park Neighbourhood House for a private function usually held on a one off basis on a Saturday or Sunday night.

**Cancellation of Agreement**

Any cancellation of an agreement for the hire of the premises shall be made in writing at least fourteen (14) days’ notice prior to the function. All monies paid in respect of the hire fees and bond, as set within the Terms and Conditions of Use shall be refunded to the hirer.

**Any cancellation of an agreement for the hire of the premises made with less than fourteen (14) days’ notice will incur a cancellation penalty of 50% of the hire fees as set within the Terms and Conditions of Use.**

**Security Bonds**

The Security Bond will be returned to you within 10 working days of your function subject to all of the Terms and Conditions of Use being met. For any breach of conditions penalties will be deducted from the Bond money.

**APPENDIX E 4 to TERMS AND CONDITIONS OF USE**

**GROUP DETAILS**

Is your group: <input type="checkbox"/> Not for Profit Community <input type="checkbox"/> Not for profit Community Agency	
<input type="checkbox"/> Business	
Is your group Incorporated?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Does your group have Public Liability Insurance cover?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If your group does have Public Liability Insurance (YES to the above question) a copy of the policy must be provided.	
If your group does not have Public Liability Insurance (NO to the above question) the hirer agrees to pay the Public Liability Insurance charge of <b>\$30.00</b> per instance of hiring.	

**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 undertake to comply with all these conditions. **Please read the Terms and Conditions of Use Policy carefully – they are part of the legal contract that you and your group or organisation enters into when you sign the Agreement.**

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.

Key must be picked up 1 day before the function and use only for hire period.

**Payment:**

Booking Fee:	A non-refundable booking fee is to accompany this application.		<b>\$25.00</b>
Facility Hire Fee:	<b>\$500.00 (2pm to 12am)</b> <input type="checkbox"/> <b>OR \$400.00 (6pm to 12am)</b> <input type="checkbox"/> <b>OR \$300.00 (2pm to 6pm)</b> <input type="checkbox"/>	Security Bond:	<b>\$1000.00</b>
Public Liability:	<b>\$30.00</b> <input type="checkbox"/>	Key Bond:	<b>\$50.00</b>
After Party Cleaning <b>Optional</b>	<b>\$80.00</b> <input type="checkbox"/>	Key Issue No	Security Code

**Notes:**

An invoice will be sent to you prior to your function date.  
 Full payment of the invoice is required three (3) weeks prior to the function date.  
 Please email your Bank Details for Bond refund to [bookings@bpnh.org.au](mailto:bookings@bpnh.org.au),  
 Please include: Bank Name, Account Name, BSB and Account Number  
 If you choose the after party cleaning option, you must vacate the building by 12 midnight.

Applicants Name (Block Letters):	
Applicants Signature:	
Date:	

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](mailto:bookings@bpnh.org.au) Tel: (03) 8743 0671

**Office Use Only****Application Received by:****Date:**