



OFFICE USE ONLY
FUNCTION DATE/ TIME:
SPACE:

FACILITY BOOKING FORM PRIVATE FUNCTION HIRE Lodgement of this form does not guarantee use of the facility.
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APPLICANT DETAILS

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

Contact number on night of function for Security Company:
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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 sold 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.

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 \$30.00 per instance of hiring.		

Payment:

Booking Fee:	A non-refundable booking fee is to accompany this application.	\$25.00
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Facility Hire Fee:	\$500.00 (2pm to 12am) <input type="checkbox"/> OR \$400.00 (6pm to 12am) <input type="checkbox"/> OR \$300.00 (2pm to 6pm) <input type="checkbox"/>	Security Bond:	\$1000.00*
Public Liability:	\$30.00 <input type="checkbox"/>	Key Bond:	\$50.00
After Party Cleaning *at BPNH discretion	\$80.00	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.

Bank Details:

Please fill in your bank details below to allow refund of Bond.

Name of bank, building society or credit union:	
Branch number (BSB):	
Account number (this may not be the card number):	
Account held in the name(s) of:	

AGREEMENT

By signing this document I acknowledge that:

- I have read and agreed to the Terms and Conditions of Hire.
- Where the hirer is a company or incorporated association, I am authorised by the hirer to complete the Facility Booking Form on the hirer's behalf; and
- I am personally responsible for ensuring that the hirer complies with the conditions of hiring the room and if the hirer breaches any of the conditions, I will be personally responsible for any such breaches, including any damage to the room.
- I have inspected the premises to be fit for purpose for my use.

I request that:

The room is hired to the hirer on the terms contained in the BPNH Terms and Conditions of Hire and the Facility Booking Form.

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

Tel: (03) 8743 0671

Office Use Only

Application Received by:

ENTERED TO CRM:

Bond Return Approved by:

Finance Advised:

Date:

NAME:

Date:

Date:

Date:

Entered By: _____ Date and Time: _____