

Application to Hire Gordon Community Centre

ORGANISATION/INDIVIDUAL HIRER DETAILS

Type of Activity:	
Organisation if applicable:	
Contact Person:	
Is the person responsible for this hire 18+ years?	<input type="checkbox"/> Yes <input type="checkbox"/> No – No applications will be approved for anyone under the age of 18
Address:	
Mobile:	
Alternative Phone Number	
Email Address	

HIRE DETAILS:

Hire Type	<input type="checkbox"/> Casual / One Off <input type="checkbox"/> Permanent / Ongoing					
Date(s) required: If regular hire – start & end date if applicable (see note below)						
Regular Hire information: * Please note regular bookings can be confirmed for a maximum of 6 months only	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday School Term Only? <input type="checkbox"/> Yes <input type="checkbox"/> No Include Public Holidays? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Access Time: Including set up and clean up	Start:		am/pm	Finish:		am/pm

Area(s) Required	<p>Please select all that apply. Access to the outdoor play area is available for all hires unless there is a conflicting booking</p> <p><input type="checkbox"/> Hall (capacity: 60 standing) <input type="checkbox"/> Kitchen</p> <p><input type="checkbox"/> Playgroup Room (capacity: 15)</p> <p><input type="checkbox"/> Office / Meeting Room (capacity 5)</p>
Public Liability Insurance (refer to terms & conditions of hire for further information)	<p>I will be purchasing the one-off individual insurance cover by Anglicare (for individuals only)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>Certificate of Currency must be provided if you are not purchasing the one-off Anglicare cover</p>
Payment of Bond	<p>The bond of \$150 must be paid in cash at the Gordon Community Centre. The Coordinator will contact you to organise a time for payment.</p>

AGREEMENT WITH TERMS AND CONDITIONS

On behalf of (organisation or individual name):

I have read and agree to comply with the Terms and Conditions of Hire. I will provide a copy of the relevant Public Liability Insurance Certificate of Currency (Incorporated community, commercial or regular hirers) or will provide payment of \$25 for cover (individuals – non business purposes) provided by Anglicare at the time of booking confirmation.

I acknowledge that this application is not confirmed until I receive a booking confirmation. Confirmed bookings are pending all required fees and bond to be paid as per terms & conditions.

Name:

Title/Position:

Signature:

Date:

OFFICE USE ONLY

Date Form Received		GCC Staff Initials	
Confirmed Dates		Confirmed Times	