

Gordon Community Centre Venue Hire Application Form

Applicant Details			
Type of Activity:			
Organisation Name:			
Contact Name:			
Is the person responsible for this hire over 18 years old?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Address:			
Mobile:		Other Phone:	
Email Address:			

Hire Details			
Hire Frequency:	<input type="checkbox"/> Casual/One-off	<input type="checkbox"/> Regular/On-going	
Date(s) Required:			
Area(s) Required:	<i>Please select all that apply. Outdoor spaces available for all hires unless there is a conflicting booking</i>		
	<input type="checkbox"/> Lanyon Room (capacity: 50 standing)		
	<input type="checkbox"/> Point Hut Room (capacity: 12 seated)		
	<input type="checkbox"/> Kitchen (shared access)		
Access Start Time:		End Time:	

If Regular Hire, please complete the information below.							
Frequency:	<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Other			
Day of the Week:	<input type="checkbox"/> MON	<input type="checkbox"/> TUE	<input type="checkbox"/> WED	<input type="checkbox"/> THU	<input type="checkbox"/> FRI	<input type="checkbox"/> SAT	<input type="checkbox"/> SUN
School Term Only?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Public Holidays?	<input type="checkbox"/> YES	<input type="checkbox"/> NO		

Public Liability Insurance	
Will you be purchasing one-off insurance cover through Anglican Insurance and Risk Services Ltd (AIRS)?	<input type="checkbox"/> YES - I am hiring Gordon Community Centre for 'personal use' and will purchase one-off insurance cover as required through AIRS as per the instructions below. <input type="checkbox"/> NO - I am hiring Gordon Community Centre for incorporated community use, commercial use or as a regular hirer and will provide my own Public Liability Cover Certificate of Currency.

To purchase one-off insurance through AIRS, [CLICK HERE](#)
or visit <https://anglicanhalls.com.au/insurance-application/>

Enter **Gordon** as the Suburb/Town, select **Gordon Community Hub** as the venue and for **Parish Contact Details** please enter 'Manager' in the name field and the email as gordon@anglicare.com.au.

'Personal use' means the hirer is a person or unincorporated group meeting for a non-commercial, non-political purpose where the meeting is not open to the general public and the hirer does not have a public liability policy.

Please note: one-off insurance through AIRS does not cover any service provider or contractors engaged for the venue hire period (eg catering or entertainment). They will need to provide their own insurance cover for the event/venue hire period.

Bond	
Payment of Bond:	I understand that I am required to pay a refundable bond of \$150 (in cash) to Gordon Community Centre.
	<input type="checkbox"/> YES <input type="checkbox"/> NO

Agreement			
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 (required for incorporated community, commercial or regular hirers) or have purchased one-off insurance through AIRS (required for individuals, personal/non business use). I acknowledge that this application is not confirmed until I receive a booking confirmation from Gordon Community Centre. Confirmed bookings are pending all required fees and bond to be paid as per Terms and Conditions of Hire.			
Name:			
Title/Position:			
Signature:		Date:	

Please send completed form to Gordon Community Centre
 Email: gordon@anglicare.com.au Phone: 02 6284 7003
www.anglicare.com.au/gordon

Privacy Policy

Anglicare NSW South, NSW West & ACT (Anglicare) is committed to ensuring that the information provided to us remains secure and that there is awareness of what information is held and the rights regarding that information. We are bound by the Privacy Act 1988 (Cth) (Privacy Act), which sets out a number of principles concerning the protection of personal information known as the Australian Privacy Principles.

Anglicare uses the information given to us to assess what services are required and whether we can provide those services, and evaluate ongoing services provided.

Personal information collected is not disclosed to third parties without written consent or unless required by law. We may use the information for internal reviews and analysis and may also use it to produce certain consolidated statistics about our services. However, we will not disclose individual information, nor sell, trade or rent that information for any purpose. If we need to disclose any information to conform with any laws or legal process we will inform what information has been disclosed and to whom (unless informing is precluded by legislation), so that any necessary action can be taken.

This information is stored on a secure database. If the information requested on this form is not provided, we may not be able to assist the young person. For more information regarding consent and access to information, please refer to: <https://www.anglicare.com.au/privacy-policy/>

Feedback

We'd love to hear from you! Whether you have had a good experience with our staff and services, or a bad one, we want to hear about it.

Your feedback, both the good and bad, helps us in our commitment to improve our services and provide the best possible care for people in our community.

If you need to submit feedback about Gordon Community Centre, please know that we will work to resolve any issues raised in a respectful and confidential manner. To lodge a comment or provide feedback, please refer to: www.anglicare.com.au/feedback