

APPLICATION FORM FOR HIRING
Coolaburoo Neighbourhood Centre Inc
Room No 3

APPLICANT'S DETAILS

Name of Hirer: _____

Organisation: _____

Address: _____

Postal Address: --- _____

Phone: _____ Mobile: _____

Email: _____

Incorporated Organisation ☐

Unincorporated Organisation ☐

Group's activity or meeting

Target group

Please specify the purpose for hiring room (Eg: Volunteers Training in Safe Home Visiting)

First Date of Hire: _____

Last Date of Hire: _____

Monday Tuesday Wednesday Thursday Friday
(Please circle)

Please specify frequency of meeting (eg. 1st Monday of every month)

HIRING ROOM FORM

Regular Hire ☐

Occasional Hire ☐

First Date of Hire: _____

Last Date of Hire: _____

Monday Tuesday Wednesday Thursday Friday
(Please circle)

Please specify frequency of meeting (eg. 1st Monday of every month)

Please state any dates you do not require room (eg. School holidays)

TIME

Please note room must be hired in hourly slots. Hours of room hiring between 8.00 am and 6.00 pm.

Starting time: _____

Finishing time: _____

INSURANCE

Community Organisations must provide Public Liability
A Current certificate of currency or insurance **MUST** be forwarded with this application.

Please attach a copy of the 1 page Certificate of Currency of your Public Liability insurance policy

Insured: _____
(Name of Policy)

Insurance Company: _____

Policy Number: _____ Expiry Date: _____

FEES

Please note room hire must be paid for before using the room.

Agreed Payment \$ _____

How would you like to pay?
For extended Hire

One lump sum ☐ Monthly /Weekly ☐

AGREEMENT

The organisation agrees to use the Coolaburoo Meeting Room No3 under the following terms:

- Any changes to a booking will require 5 days notice to receive a refund or a credit
- To abide by the term by the Terms & Conditions applying to the use of the Meeting Room No3
- To use the Meeting Room only for the agreed time and purpose specified on application
- To ensure the maintenance of good order at the hall during its use and to leave the room on each occasion of use in a clean and tidy state
- To lock all windows & doors
- To report any damages to Coolaburoo immediately

I the hirer have read, understood and agree to abide by Coolaburoo's Terms and Conditions for the hire of the Coolaburoo Meeting Room No3. I agree to be fully responsible for the payment of fees and any other charges arising out of hiring in accordance with the terms and conditions that have been supplied to me.

Name: _____

Signature: _____ Date: _____