



Address: 15 Truganina Avenue, Seabrook 3028
Phone: 9395-3010 Website: www.seabrookcc.com.au

Seabrook Community Centre

Booking application form - Casual Hire

Applicant's Full Name: _____

Postal Address: _____

Telephone: (BH) _____ (AH) _____ (Mobile) _____

Email Address: _____

Drivers licence number: _____ Exp Date: _____

(or other form of identification, please state: _____)

Booking details:

Day required: _____ Date: _____

Room required (circle one): Community Hall Tennis Pavillion Consulting Room

Hire time allocation (incl. set up/pack up times): _____

No. of people attending _____

Type of people attending (please circle): Children Youth Adults Seniors Disabled

Furniture and/or equipment required (please circle): Chairs Tables TV & DVD

Description of function/activity: _____

Declaration:

I agree to the Seabrook Community Centre Guidelines and hire charge and have a clear understanding of my responsibility and liability using the facility listed.

Applicant Signature: _____

Date: _____

OFFICE USE ONLY:

Date: _____ Application approved: Yes / No

Authorised (*staff name & signature*): _____

Room allocated: _____ Hire Rate: \$ _____ Bond: \$ _____

Invoice date paid: _____ Receipt number: _____

Release Details

Full bond issued: YES - Date: _____ Key returned: YES / NO

If NO, reason for bond held:

Checklist:

- Booking Application form returned
- Venue Guidelines supplied
- Open/Close Checklist supplied
- Keys allocated (No: _____)
- Alarm Code allocated (No: _____)
- Emergency Contact numbers supplied