



OFFICE USE ONLY

| | |
|--|--------------------|
| | Booked on Calendar |
| | Invoiced |
| | PIN Code |

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 (photocopy required): _____ 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): _____

Approx no. of people attending _____

Type of people attending (please circle): Children Youth Adults Seniors People with special needs

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

Full description of function/activity: _____

Declaration:

I have read and agree to the Seabrook Community Centre Guidelines and hire charge and have a clear understanding of my responsibility and liability using the facility listed.
 I confirm the function booked is not for a 13- 25 years of age birthday or other celebration.

Applicant Signature: _____

Date: _____

OFFICE USE ONLY:

Date: _____

Application approved: Yes / No

Authorised *staff name*: _____ *signature* _____

Room allocated: _____ Hire Rate: \$ _____/hour + \$33 insurance = \$ _____ Bond: \$ _____

Invoice date paid: _____ Receipt number: _____

Release Details

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

If NO, reason for bond held:

Hire Checklist:

- Booking application form returned
- Hire guidelines supplied
- Open/Close checklist supplied
- Keys allocated (No: _____)
- Alarm code allocated (No: _____)
- Access to emergency contact numbers / phone