



OFFICE USE ONLY

	Booked on Calendar
	Invoiced
	PIN Code

Address: 15 Truganina Avenue, Seabrook 3028  
Phone: 9395-3010 Website: [www.seabrookcc.com.au](http://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