

Fees or charges to people attending your group: _____

Declaration:

I understand that I represent the group nominated and

I have read and agree to the Seabrook Community Centre Guidelines and hire charges which outline my responsibilities as a hirer.

I have a clear understanding of my responsibility and liability using the facility listed.

I understand rooms will be booked and charged for centre use according to this booking sheet and any changes or cancellations must be made in writing to the centre coordinator.

The centre will not be liable for damage to and loss of equipment belonging to users whilst in use or storage at the centre.

Applicant Signature: _____

Date: _____

Please be aware that bookings and availability will need to be confirmed and application does not guarantee availability.

As part of Hobsons Bay City Council's commitment to improve participation for all community members and in order to comply with existing Disability Anti-Discrimination Legislation, it is a condition of venue hire that any activity/event operating from this facility must accept the Companion Card (i.e. you must not charge an admission or participation fee for the attendant carer / support person of the person who holds a Companion Card). You may also consider independently affiliating your event with the Companion Card Program. For more information on the Companion Card, visit www.vic.companioncard.org.au

OFFICE USE ONLY:

Date: _____ Application approved: Yes / No

Authorised (staff name & signature): _____

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

Invoice period (circle preferred): Term Bi-annual Annual Per Use

Additional Charges:

Storage: _____ Annual Charge: \$ _____

Release Details

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

If NO, reason for bond held:

Checklist:

- c Booking application form signed/returned
- c Open/Close checklist supplied
- c Insurance details supplied/current
- c Hire guidelines supplied

Alarm code allocated (No: _____) Keys allocated No: _____ (_____)