



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

	Booked on Calendar
	Confirmed availability
	Invoiced
	PIN Code

Seabrook Community Centre

Booking application form - Casual Hire

This form must be completed to register your intent to book. It does not guarantee availability.

Applicant's Full Name: Mr./Ms./Mrs. _____

Postal Address: _____

Suburb: _____ P/C _____

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

Email Address: _____

ID: Drivers licence number (photocopy required): _____ Exp Date: _____

or other form of identification, please state: _____

Have you hired the centre before: Yes/No If so, when? _____

Booking details:

Day/Date required: _____

Room/s required (circle): Community Rooms Cottage Consulting Room

Hire time allocation (Must include set up/pack up times): From _____ am/pm To: _____ am/pm

Approx no. of people attending: _____ **Main age group of attendees:** _____

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

Furniture / equipment requested: Chairs Tables TV/DVD Other

Full description of function/activity: _____

Declaration:

I have read and agree to the Seabrook Community Centre Guidelines and hire charges and have a clear understanding of my responsibility and liability using the facility, including the public liability charge of \$33.00/day if I do not provide proof of PL insurance cover.

A security call out fee (min \$220) applies if centre is left unlocked, not alarmed or alarm is activated through failure to follow centre guidelines.

I confirm the function booked is not for a 13- 25 years of age birthday or other celebration.

I will comply with 11.00pm finish on Fri/Sat and 10.00pm finish Sunday to Thursday.

Applicant Signature: _____ Date: _____

OFFICE USE ONLY:

Date: _____

Application approved: Yes / No

Authorised Staff name: _____

Signature _____

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

PAYMENT DETAILS: Invoice date paid: _____ Receipt number: _____

Release Details

Full bond issued: YES - Date: _____

Key returned: YES / NO

If NO, reason for bond held:

Reported issues re this hire:

Hire Checklist:

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