

COMMUNITY FACILITY BOOKING APPLICATION

Name of group/hirer: _____

Contact Persons Name: _____ Family Name: _____

Address: _____

Postal Address: _____

Phone: _____ Mobile: _____

Email: _____

Purpose of hire: _____ Number of persons expected to attend: _____

Date/s required: _____

Times required: Start time: _____ End time: _____ Total hours of use: _____

Bookings required through the school holiday period? Yes No

Bookings required on public holidays? Yes No

Venue required (please tick)

Fairfield Community Room	
Donald Street Community Hall Preston	
Clyde Street Community Hall Thornbury	

PLEASE NOTE:

- **Set up and clean up time must be included in the hire time.**
- **Bookings can be made either by mail, fax, e-mail or in person.**
- **All fees for casual hire must be paid prior to use.**

I hereby acknowledge that I have received and read a copy of the Community Facility Policy and Guidelines. I undertake on the application being granted, to comply in all aspects with premises at the time stated above and I expressly agree to indemnify the Mayor, Councilors and citizens of the City of Darebin its servants and agents in accordance with Community Facility Policy and Guidelines. I understand that I and the group I represent are responsible for any loss or damage to the Facility and its contents and therefore agree to pay any costs incurred as a result of this loss or damage.

I also understand that as the hirer, I am responsible for the safety of all guests within the facility if an emergency situation were to arise.

Signed: _____ Date: _____

OFFICE USE ONLY	
DAREBIN BASED and NOT FOR PROFIT: <input type="checkbox"/> COMMERCIAL: <input type="checkbox"/> INTERNAL <input type="checkbox"/>	
HIRE FEE RATES \$ _____	BOND \$ _____ CLEANING \$ _____ INSURANCE \$ _____
KEY/CARD ISSUED TO (NAME) _____ DATE: _____ CARD/KEY DETAILS _____	
PUBLIC LIABILITY INSURANCE: YES • NO •	
IDENTIFICATION SIGHTED: <input type="checkbox"/> TYPE: (eg licence, medicare card) _____ Officer sign: _____	
KEY/CARD RETURNED: YES • NO • BOND RETURNED: YES • NO • DATE: _____	
August 2014	