



ROSTRATA FAMILY CENTRE Inc.

Prendwick Reserve, Prendwick Way, Willetton

Postal Address: PO Box 471, Willetton 6955

Telephone: 9457 3888

Mobile: 0423 922 240

Email: admin@rostratafc.org.au

**APPLICATION TO HIRE CENTRE FACILITIES
CASUAL HIRE AGREEMENT (1-6 SESSIONS)**

Appendix 5

APPLICANT CONTACT DETAILS					
NAME OF HIRER / ORGANISATION	CONTACT NAME	ADDRESS AND TELEPHONE/MOBILE	EMAIL ADDRESS		
	1.				
	2.				
Business Name and Type:			Business ABN Number:		
PURPOSE OF HIRE					
<p>Please provide a brief description of the proposed booking : If a group/organisation or business please provide an outline of your group's proposed activities ie: purpose, mission, values etc – If you need more space please attach separate sheet. Brochures and flyers etc are also helpful and welcome.</p>					
PLEASE TICK THE SPACE REQUIRED AGAINST YOUR TYPE OF ORGANISATION					
	Community Group	NFP Organisation	Commercial	Government Department	Other
Activity Room 1					
Activity Room 2					
Meeting Room					
Lounge					
Kitchen					

Casual Bookings – 1-6 Sessions Only - please list all dates & times required					
Contact name of Casual Hirer	Dates	Begin set up	Event start time	Event finish time	End pack up
1.					
2.					
3.					
4.					
5.					
6.					

Additional information – please answer all questions		
Does your group have a current Public Liability Insurance Policy ? Please provide a copy to Centre Manager	Yes	No
Will your activity involve any interactions with minors? (Not applicable for private social functions) It is your group’s responsibility to ensure that persons working with children comply with the Working with Children (Criminal Record Checking) Act 2004. Please provide a copy to Centre Manager	Yes	No
Will you have/use any form of amplified music/sound at your event/s ? All applicants must ensure all noise/music levels do not exceed the assigned levels in the Environment Protection (Noise) regulations 1997 at any time. All music must be significantly reduced at 10pm and turned off by 12 midnight.	Yes	No

Please let us know how many people you expect for your event:

Adults _____ Children (under 16yrs) _____

DECLARATION OF RESPONSIBILITY ACCEPTANCE

I hereby declare that I am authorised to make this booking. I further declare that I have read and fully understand the **Rostrata Family Centre Inc Hire Policy - Conditions of Hire**; and the Fee Schedule and that I agree to abide by these conditions and accept all associated requirements of these conditions.

I declare that I have disclosed all relevant information pertaining to this application and acknowledge any consequences of failing to do so including loss of Deposits and potential prosecution.

I acknowledge that I have completed and returned all attached application forms and documentation relevant to my booking.

Full Name <i>please print</i>	Signature	Date
Approved by Management Committee/Centre Manager	Signature of Chairperson/Centre Manager	Date
Any other agreement details or notes:		

OFFICE USE ONLY					
Booking Request Confirmed	Y/N	Invoice sent for hi charges Date:	Y/N	Key Fund Deposit Received Date Paid:	Y/N
Security Code and instructions issued.	Y/N	Keys Issued List Keys:	Y/N	Keys Returned Date:	Y/N
Fire & Evacuation Guidelines issued	Y/N		KeyFund Deposit returned Date:	Y/N	
Signature RFC	Print Name:			Date:	