

VENUE HIRE BOOKING FORM

Details	
Hirer/Organisation Name	
ABN (if applicable)	
Entity	<input type="checkbox"/> Community Group <input type="checkbox"/> Not for Profit <input type="checkbox"/> Commercial
Primary Contact	
Position	
Contact number	
Email	
Address	
If Billing details differ from above, please enter here	

Purpose of Hire			
Number attending	Adults		Children

Hire Rates

Room	Community/NFP	Commercial Rate
Trudy Shephard	\$30.00/hour	\$40.00/hr
Front Room	\$20.00/hour	\$30.00/hr
Boyanna	\$25.00/hour	\$35.00/hr

Room hire is only available during the following hours, subject to availability.

Monday-Friday	8.15am - 10pm
Saturday	8.00am - 5pm
Sunday	9.00am - 5pm

Please note:

- We are in a residential area and are subject to certain restrictions.
- All set-up and pack-down must be completed within your booked times, which cannot breach the times listed above. Please ensure this time, if required, is included in your booking request.
- If a noise complaint or time restriction breach is reported to Monash Council, your hire may be cancelled without notice.

Hire Dates & Times

Dates	Day	Room Required	Hire Time
eg. 1 Feb - 2 April	Mondays	Front Room	10-12pm

Will your booking run through the school holidays?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will your booking run on public holidays/long weekends?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Any additional information or requests:

Public Liability Insurance (compulsory)

Commercial hires or hirers charging participants must have their own insurance. A copy of the hirers Certificate of Currency is required to be submitted with this form. Community & NFP groups can purchase insurance for \$25 per day if required.

Do you Require P/L Insurance? Yes

Bank Details for Bond Refunds (please allow 14 days for refunds to be processed)

Alternatively, bonds can be refunded in person during Office hours

Account Name			
BSB		Account No.	

Have you signed & returned the Room Hire Policy Terms & Conditions?	<input type="checkbox"/> Yes
Have you attached a copy of your Certificate of Currency (if applicable)?	<input type="checkbox"/> Yes

I agree that I am the person responsible for this hire and accept all terms and conditions listed above.

Name	
Signed	
Date	

