

# FACILITY HIRE APPLICATION FORM

APPLICANT (Business/Club/Group): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

MOBILE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DESCRIPTION OF ACTIVITY: \_\_\_\_\_  
(Eg: Dance classes, quiz night, seminar, workshop, etc)

- Type of Hire:
- ☐ Commercial (COM)
  - ☐ Non-For-Profit - No Food/Drink consumed in room (NFP)
  - ☐ Non-For-Profit - Food/Drink being consumed in room (F&D)

Room/Hall	Hourly Rates	COM	NFP	F&D
Required: <input type="checkbox"/> Lesser Hall		\$30	\$27	\$29
<input type="checkbox"/> Harcourts Hall		\$42	\$35	\$37
<input type="checkbox"/> Main Hall		\$50	\$45	\$47
<input type="checkbox"/> Library		\$23	\$23	\$25
<input type="checkbox"/> Partitioned Dining Room		\$23	\$23	
<input type="checkbox"/> Full Dining Room		\$33	\$29	
<input type="checkbox"/> Kitchen		\$35	\$35	\$35

- Extras Required:
- ☐ Microphone - \$5 per session
  - ☐ Smart Screen - (Main & Lesser Halls only) - \$10 per day
  - ☐ White Board - \$5 per day
  - ☐ Tea/Coffee - Quoted
  - ☐ Catering - Quoted
  - ☐ Crockery/Cutlery Hire 10% of total account

<b>ONE-OFF date of hire:</b> _____
First date of ongoing regular hire: _____
Regular Booking? _____ (eg weekly, twice-weekly, monthly, etc)
Times required (including setup and packaway): _____ to _____
Total hours per session: _____

Other comments eg school term, \_\_\_\_\_  
holidays, specific days, etc) \_\_\_\_\_

**A quote will be sent to you once all details are completed and signed.**

It is the expressed condition of this contract of hire that the Busseton Senior Citizens' Centre Inc shall not accept liability whatsoever for damage caused or found to be caused to a person or property as a result of the negligent acts or omissions of the hirer, the hirers guests or invitees or persons under the control of the hirer and need to be covered under the Hirer's own Public Liability Insurance. I have received, read and understood the conditions of this hire and agree to abide by these and any other regulations, By-law or act relevant to my hire of this facility. I acknowledge that I will be charged a cleaning fee if the room is left in a dirty or messy state.

Signed (applicant): \_\_\_\_\_ Date: \_\_\_\_\_

## Internal Use

- ☐ Payment in FULL on collection of KEY - 1 week before function  
(invoice will be issued)
- ☐ Monthly invoice, payable within 14 days of invoice date
- ☐ Entered onto Calendar
- ☐ Copy of public liability insurance received.
- ☐ Invoice prepared

Hall Hire: \$ \_\_\_\_\_

Bond (if applic): \$ \_\_\_\_\_

Extras: \$ \_\_\_\_\_

**Total: \$** \_\_\_\_\_