

Application for Hire

Camberley Community Centre

(Rooms, equipment, assistance)

Today's Date: _____ / _____ / _____

1. Booking Details:

Name of Organisation:	
Contact Person:	
Address:	
Suburb:	City:
Home Phone:	Work Phone:
Mobile Phone:	Email:

2. Invoicing Details:

Name of Person / Organisation:	
Address:	
Suburb:	City:
Email:	

3. Hire Details:

Type of Booking: <i>e.g. casual one off booking, multiple booking (every Tuesday, monthly)...</i>	
Purpose of Booking: <i>e.g. Church Service, tournament, meeting, regular club, casual club etc, function, birthday...</i>	
Date(s) of Use:	
Day(s) of Week:	
Time Required for Use:	
Expected Number of Participants (Load limits apply):	Spectators:

4. Rooms and Equipment

Rooms for Hire (per hour)	Hours of use	Rate	Total
Hall		\$25	
Hall (Community Rate)		\$10	
Meeting Room		\$10	
Equipment/Other items per booking	One off	Rate	Total
Chairs and tables		\$0	
Staff Labour per hour and Bond		Rate	Total
Bond (one off - for all ongoing & after hour bookings)		\$200	
*Applying for the bond waiver fee? <input type="checkbox"/> Yes <input type="checkbox"/> No (If applying for the waiver, this will get processed by the CPC)			
TOTAL			

Possible Charges	Prices
Cleaning per hour	\$100.00
Lost or damaged key	\$100.00
Damage	\$POA
Breaking Conditions of Hire (e.g. going over time with bookings, coming in at unarranged times without management consent, taking CCC equipment off site etc.)	\$100.00
Rubbish disposal – User groups will be charged if rubbish isn't disposed by the user group	\$35.00

PLEASE READ AND SIGN BELOW

I understand this form having been filled out and returned to the CCC **does not** confirm my booking. Bookings are first in, first served. You will be contacted via phone or email by the Booking Coordinator to confirm your booking.

Booking Procedure:

- Booking Form completed and returned to the Centre
- Booking is checked by the Booking Coordinator
- Booking is paid for by Hirer
- Booking is entered into the Booking Calendar and is deemed to be confirmed.

I, the aforementioned hirer, acknowledge that I have received the Camberley Community Centre Hire Agreement and understood the conditions for letting the Camberley Community Centre and agree to abide by the same, this includes not exceeding the load limits of rooms within the facility.

Method of Payment: (Please tick the box below)

- Cash – to be paid at time of booking and one week in advance for on-going bookings
- Online payment details for hire fee payment (see below)
 - Account Name: Hastings District Council
 - Account Number: 03 0642 0281000 00
 - Particulars: CCC
 - Code: 1326
 - Reference: (Hire/User Name)
- To be invoiced – sent out monthly and paid on the 10th, 20th 7or end of every month

Name: (please print) _____

Signature of Hirer or Authorised Agent: _____

Today's Date: ____/____/____

5. Bond application for casual bookings only

Camberley Community Centre

Today's Date: _____ / _____ / _____

1. Booking Details:

Name of Organisation:	
Contact Person:	
Address:	
Suburb:	City:
Home Phone:	Work Phone:
Mobile Phone:	Email:

2. Hire Details:

Type of Booking: <i>e.g. casual one off booking, multiple booking (every Tuesday, monthly)...</i>
Purpose of Booking: <i>e.g. Church Service, tournament, meeting, regular club, casual club etc, function, birthday...</i>
Date(s) of Use:
Day(s) of Week:
Time Required for Use:
Expected Number of Participants (Load limits apply):

OFFICE USE ONLY

Date of payment			
Bond fee	\$	Accepted by	
Hire fee	\$	Receipt number	
Bond amount refunded	\$	Date of refund	
Refunded by		Staff sign	
Recipient name		Recipient sign	

RISK ASSESSMENT AND MANAGEMENT PLAN

For the Camberley Community Centre

EVENT/ACTIVITY:	
DATE:	

FACTORS: Identify any potential losses, accidents, injuries and any other form of damage, risks, and danger that may occur by selecting the relevant check boxes below. Use the blank check boxes to add factors not accounted for.

RISK REDUCTION STRATEGIES: Discuss the controls and actions you will take to reduce the likelihood of an undesired event based on your organisations health and safety policies and our hire agreement.

FACTORS	RISK REDUCTION STRATEGIES
<p>PEOPLE:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dehydration <input type="checkbox"/> Inappropriate attire <input type="checkbox"/> Possible medical emergencies <input type="checkbox"/> Unruly behaviour and entering areas of the facility in use by other groups <input type="checkbox"/> Children playing in the foyer bouncing and throwing objects against the walls and windows <input type="checkbox"/> Building access breach <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	
<p>EQUIPMENT:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Incorrect use of equipment <input type="checkbox"/> Theft or damage to facility equipment/building <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	
<p>ENVIRONMENT:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Trips/slips/falls <input type="checkbox"/> Room too hot or cold <input type="checkbox"/> Earthquakes/natural disaster <input type="checkbox"/> Fire <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	

EMERGENCY MANAGEMENT PROCESS

(Briefly outline your process for dealing with an emergency situation)

COMMUNICATION (list below the names and cell phone numbers of organisers and key staff/volunteers for your activity, you are required to have 2 contacts)

- _____
- _____
- _____

Completed by: _____

Date: _____

**Our Camberley Community Centre is here for everyone. We work hard to try and provide a clean, comfortable, and safe facility. Please treat us, our staff, and other users with respect.
Nga mihi**

