

Hire Application Form

APPLICANT DETAILS			
Please note that those fields highlighted with an * are required fields and must be filled out.			
I am/we are a member of the Camberley Community*		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of hirer*			
Contact person (on the day)*			
Email			
Daytime phone*		After hours phone*	
Recurring Event*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Recurrence (weekly, monthly etc)	
Type of Event*		Number of Attendees*	
Day/Date of Hire*			
Hire Begins*	am/pm	Hire Ends*	am/pm
FACILITIES REQUIRED			
Each room listed below will be charged out separately. Charges are per hour. A bond of \$200 applies to each booking. All fees must be paid in advance.			
*Facilities Required	No of Hours	Fee	
<input type="checkbox"/> Entire Venue – 24 hour charge		<input type="checkbox"/>	\$
<input type="checkbox"/> Entire Venue		<input type="checkbox"/>	\$
<input type="checkbox"/> Main Hall		<input type="checkbox"/>	\$
<input type="checkbox"/> Meeting Room		<input type="checkbox"/>	\$
<input type="checkbox"/> Kitchen		<input type="checkbox"/>	\$
Total Hire Fee			\$
INVOICING AND BOND REFUNDS			
Please note Bond Refunds will be paid by cheque to the name below.			
Name*			
Postal Address*			

KEYHOLDER RESPONSIBILITIES

If you are using the Camberley Community Centre outside of normal business hours the following conditions apply to Key Holders.

1.	You may only enter the Camberley Community Centre on the day/s and time/s stated in your Application.
2.	No one else is to use the key while it is in your possession.
3.	The Camberley Community Centre Alarm Code is not to be given to anyone under the age of 18.
4.	If the key is lost or misplaced, you must contact Camberley Community Centre staff immediately.
5.	The loss of the Camberley Community Centre key will incur a charge of \$100.00 to cover the cost of changing all locks and keys.

AUTHORITY

I acknowledge that I have read and understand the Camberley Community Centre Terms and Conditions of Hire and agree to abide by these Terms and Conditions.

Signed by Hirer*	
Name of Hirer*	
Date*	

Please Note

- Council reserves the right to decline this application.
- Your booking is not confirmed until the hire fee and bond are paid in full.
- **No alcohol** is to be consumed in or around the Camberley Community Centre.
- Camberley Community Centre is a **Smoke Free** environment

OFFICE USE ONLY

Bond Paid	\$	Date of Payment	
Receipt Number		Accepted by	
Hire Fee Paid	\$	Date of Payment	
Receipt Number		Accepted by	
Bond Amount Refunded	\$	Date of Refund	
Refunded by			