



**ROSTRATA FAMILY CENTRE Inc.**

Prendwick Reserve, Prendwick Way, Willetton

Postal Address: PO Box 471, Willetton 6955

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**APPLICATION TO HIRE CENTRE FACILITIES - HIRE AGREEMENT**

**Appendix 1**

**Applicant contact details**

<b>NAME OF HIRER / ORGANISATION</b>	<b>CONTACT NAME</b>	<b>ADDRESS AND TELEPHONE/MOBILE</b>	<b>EMAIL ADDRESS</b>
	1.		
	2.		
<b>Business Name and Type:</b>		<b>Business ABN Number:</b>	

**Purpose of Hire**

**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.**

**Please tick the space required against your type of organisation**

	<b>Community Group</b>	<b>NFP Organisation</b>	<b>Commercial</b>	<b>Government Department</b>	<b>Other</b>
<b>Activity Room 1</b>					
<b>Activity Room 2</b>					
<b>Meeting Room</b>					
<b>Lounge</b>					
<b>Kitchen</b>					

**Regular Bookings Only – (ie: more than four sessions)**

**Please circle frequency required:**      Daily      Weekly      Fortnightly      Monthly

**Start Date:**

**End Date:**

<b>Please list all days and times required</b>	<b>Day of the week</b>	<b>Begin set up</b>	<b>Event start time</b>	<b>Event finish time</b>	<b>End pack up</b>
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				

**Please list dates NOT required throughout the year which would normally fall on your booking dates:**

**Public Holidays required?    Yes/No**

**School holidays?    Yes/No**

**Other? Please list:**

**Will you require additional hire days throughout the year for any particular purpose? Please advise:**      **Yes**                      **No**                      **Don't Know**

*Requests for additional hire must be received early via email and approved by Management. Fees will be charged accordingly.*

**Casual Bookings Only (ie: one – four sessions only)**

**Please list all dates & times required**

<b>Contact name of Casual Hirer</b>	<b>Dates</b>	<b>Begin set up</b>	<b>Event start time</b>	<b>Event finish time</b>	<b>End pack up</b>
1.					
2.					
3.					
4.					

**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

The following information is required by the Department of Local Government and Communities as per requirements of the Rostrata Family Centre’s Service & Funding Agreement. The data will be incorporated into the periodic progress report. Your co-operation in providing this information is greatly appreciated and will help us with our future planning.

Ethnicity of Individuals (Adults over 16 only)	How Many Males		How Many Females	
Aboriginal/Torres Strait Islander				
CALD (Culturally and Linguistically Diverse) (people who were born elsewhere other than Australia and/or speak another language at home)				
Other (including Australian Born)				
Unknown				
Age of adult participants (over 16)	Under 20 years	20-29 years	30-39 years	
	40-49 years	50-59 years	60 years and over	
Total number of adult members/participants over 16 involved in your group/events	Male:		Female:	
Number of children attending (grouped in age ranges) (under 16 only)	0-5 years	6-12 years	13 - 15years	Unknown

**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.

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

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