

Jamieson Way Community Centre Inc.

Reg. No: A00478865

ABN: 27450836232

59 Jamieson Way Point Cook 3030

☎ 9395 3777 📠 9395 7791

📧 admin@jamiesonwaycc.org.au

OFFICE USE ONLY

- Application Approved: _____
- Booking Recorded
- Conditions of Hire etc issued
- Instructions & guidelines issued:
- Insurance policy on file

- Room Alloc: _____
- Day & Time: _____
- Hourly Fee: \$ _____
- Room Bond: \$ _____ Date Pd: _____
- Key Bond: \$ _____ Date Pd: _____
- Invoice Details: _____
- Bonds Refunded: _____
- Key Code: _____
- Date issued: _____ Ret: _____
- Alarm Code: _____

Application & Agreement to Hire – REGULAR HIRE

Please read the “Conditions of Hire” before completing this form.

Applicants Details

Contact Person: _____

Name of Organisation: _____

Postal Address: _____

_____ P/Code _____

ABN: _____

Telephone: Bus: _____ AH: _____ Mob: _____

Email: _____ Website: _____

Group Type: Not for Profit Activity Provider – own business Corporate

Booking Information

Purpose of Hire: _____

Room/s Requested: Hall Community Room 1 OR 2
 Kitchen Only Community Rooms Combined

Day/s required: Mon Tue Wed Thur Fri Sat Sun

Usage Times:

Arrival: _____ Departure _____

Include ALL set up/pack up time

Frequency of booking: Weekly Fortnightly Monthly Term

Start Date: _____ End Date: _____

Numbers Attending: _____ People Attending : Children Youth Adults
 Seniors Disabled

Will your program be running during: **School Holidays: Yes / No**
Public Holidays: Yes / No

Extra Requirements Available on Request – Subject to Availability

- | | | | |
|---------------------------------|------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Tables | Quantity _____ | <input type="checkbox"/> Kitchen | <input type="checkbox"/> TV |
| <input type="checkbox"/> Chairs | Quantity _____ | <input type="checkbox"/> Kitchenette | <input type="checkbox"/> DVD / Video |
| <input type="checkbox"/> Laptop | <input type="checkbox"/> Projector | <input type="checkbox"/> Screen | <input type="checkbox"/> PA System <input type="checkbox"/> CD Player |

Advertising and Marketing

Please indicate if you would like to be included in the following areas for advertising and marketing opportunities. All areas are subject to availability and centre management approval.

- Centre Newsletter**
- Council Brochure – produced annually**
- Websites – Centre and Wyndham City Council**
- Notice Board**
- Brochure Display**
- Glass Display Cabinet**
- Point Cook Market Information Stall (twice yearly)**

For marketing and advertising purposes please advise the following:

Program session time/s: _____

Fees charged: _____

Insurance Details

I / We understand that it is my/our responsibility to arrange for Public Liability Insurance cover for activities occurring at and from the community facility.

Policy No: _____ **Company:** _____

Period of cover: _____ **TO** _____
(Please attach a copy of your Public Liability Insurance *Certificate of Currency* to this application)

INSURANCE RELEASE AND INDEMNITY CLAUSE

I/We do hereby agree to release the Wyndham City Council and the Jamieson Way Community Centre Board of Management from any liability whatsoever for any bodily injury, loss or damage which may be sustained or incurred as a direct result of the hiring by me/us or the group/organisation which I/we represent or purport to represent, at the community facility named herein.

I / We do further agree to fully indemnify the Wyndham City Council and the Jamieson Way Community Centre Board of Management for any loss or damage to its property which may be sustained or incurred as a result of this hiring and I/We authorise Jamieson Way Community Centre Board of Management to use all or part of the bond already paid to pay for any damage or any work requiring to be carried out to the Centre as a result of the hire and I/we further agree to pay all and any amounts which exceed the amount of the bond lodged.

AGREEMENT TO HIRE - ACCEPTANCE STATEMENT

I / We _____
(Name in Full)

Being the nominee for group/organisation (if applicable) _____

Have read and understood the:

- **Insurance Release and Indemnity Clause**
- **Conditions Of Hire including the Security Clause**

And agree to abide by the rules and conditions and pay all fees in full and have a clear understanding of the responsibilities of using the facility as set out in this Agreement and the Conditions of Hire. By signing below you agree to enter, use and leave the building only during the times specified in the application to hire.

Signature: _____ **Date:** _____ / _____ / _____