



Venue Hire Agreement

Hirer details		Complete details	
First Name			
Surname			
Name of Organisation (if applic)			
Address			
Phone contact/s			
Email address			
Alternative nominated representative details (Name, Address Phone Number/s)			
Information about your event		Complete details	
Type of event e.g. birthday, meeting, wedding etc			
Date(s) of hire			
The St Andrews Community Centre and Hall <u>WILL NOT</u> be occupied on days of Total Fire Ban with a 'Fire Danger Rating' of Severe and above. The hirer will be notified where possible and all monies paid in advance will be refunded.			
Hours of hire			
Approximate number of guests			
		Tick box	Yes No
Will alcohol be consumed at the event?		<input type="checkbox"/>	<input type="checkbox"/>
Will alcohol be sold at the event? <small>A Liquor Permit must be obtained from the Liquor Control Commission and submitted to the St Andrews Community Centre Coordinator, one week prior to function.</small>		<input type="checkbox"/>	<input type="checkbox"/>
Bond Return details		Complete details	
Nominate preferred method of return:		Electronic Funds Transfer <input type="checkbox"/>	Cheque <input type="checkbox"/>
Bank name		BSB	
Account Number		Account Name	
Public Liability Insurance (compulsory for hire)		Tick Box	
		Yes	No
I have a current public liability insurance certificate (please attach copy with this request)		<input type="checkbox"/>	<input type="checkbox"/>
I would like to purchase the St Andrews Community Centre Insurance coverage for		<input type="checkbox"/>	<input type="checkbox"/>
			\$22.00

St. Andrews Community Venue Hire Agreement

Venue to hire (tick relevant box/es)

- | | |
|---|---|
| <input type="checkbox"/> Hall | <input type="checkbox"/> AV equipment |
| <input type="checkbox"/> Community Centre (whole) | <input type="checkbox"/> Community Room 1 (25 people) |
| <input type="checkbox"/> Community Room 2 incl wet area (20 people) | <input type="checkbox"/> Kitchen/Café area |
| <input type="checkbox"/> Community Room 3 (25 people) | <input type="checkbox"/> Consulting Room |

Cleaning

- Hirer to clean
- Cleaner provided for a fee – standard clean \$70

Note: As per terms and conditions, extra fees may apply if the venue is not returned to the pre hire condition.

Other items required

- Overhead Projector
- Other (please specify) _____
- _____

The following section is completed by a St Andrews Community Centre Representative

Hire Fees, Payment Options & Bond Return details

To secure the venue and date please forward the signed and completed Hire Agreement, to the address listed at the top of this agreement, with the required deposit and/or the bond.

Hiring fees must be paid in full on or before two weeks prior to the hire event date.

If the hirer has complied with the hire conditions, the bond will be returned within two weeks of the hire date.

Fees to apply					
Hire Date		Hire Fee	\$	Bond	\$
Deposit	\$	Date Deposit is required by:		Other Fees e.g insurance	\$
Payment options					
Tick preference		Complete details			
Cheque	<input type="checkbox"/>	Make payable to St Andrews Community Centre			
Bank EFT Transfer	<input type="checkbox"/>	Bank Transfer - direct deposit:			
		Account name:	St Andrews Community Centre Inc		
		BSB:	633 000		
		Account number:	112494794		
		Reference:	Your surname		

St. Andrews Community Venue Hire Agreement

Bond return details									
Tick preference	Complete details								
Cheque <input style="margin-left: 10px;" type="checkbox"/>	Complete only if address is different to hirers address								
Bank EFT Transfer <input style="margin-left: 10px;" type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 2px;">Bank Name</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">BSB</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Account Name</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Account Number</td> <td style="padding: 2px;"></td> </tr> </table>	Bank Name		BSB		Account Name		Account Number	
Bank Name									
BSB									
Account Name									
Account Number									

Signature/declaration of agreement

A signed application is conclusive evidence that the Hirer accepts the St Andrews Community Centre Conditions of Hire – as attached. St Andrews Community Centre Committee of Management reserves the right to accept or refuse the application.

I/We have read the Conditions of Hire, am over the age of 21 years and agree that the above information is true and correct. I/We accept the terms of agreement and understand that the St Andrews Community Centre Committee of Management may, without notice apply the bond towards satisfaction of any claim the Centre has against the Hirer, in accordance with the conditions of hire.

I/We have read and understand the Bushfire Emergency Procedures for the Wadambuk St Andrews Community Centre and St Andrews Community Hall.

Hirers name _____

Date: ____/____/____

Hirers Signature _____

(Must be 21 years of age or older)

St. Andrews Community Venue Hire Agreement

EMERGENCY TELEPHONE NUMBERS

Fire	000
Police	000
Ambulance	000
Hospital (Austin)	9496 5000
Royal Children's Hospital	9345 5522
Poisons	131126
Gas	9652 5111
Gas	132771
SP Ausnet	136707
Water & Sewerage	132762
RACV	131111
Taxi Service	131119

Nillumbik Shire Council's 24 Hours Telephone No. (03) 9483 8895 (only to be used in an extreme emergency).