

## Building 2 Booking Form Room Hire 2020

<b>Date of Booking</b>			
<b>Name of Event/Organisation</b>			
<b>Contact person</b>			
<b>Address:</b>			
<b>Phone:</b>		<b>Bank Details</b> (For bond return)	
<b>Email:</b>		Account Name	
		BSB:	Ac No:

<b>Type of Event/Activity</b>		<b>No. of Attendees :</b>	
<b>Chosen Venue</b>		<i>Please tick room/s required :</i>	
<b>Office 1</b>	<b>Main Hall</b>	<b>Kitchen</b>	
<b>Office 2</b>	<b>Open Plan Area</b>	<b>Art Space</b>	
<b>Creation Station</b>		<b>Medical Room</b>	
<b>Hiring Times</b>		<b>Start Time :</b>	<b>Finish Time :</b>

**Please note hiring times must include setting up of room and cleaning of room**

*(Times must be strictly adhered to. Call outs from our security service regarding early opening or late closing will attract an extra fee. For this reason please be very clear about your times).*

<b>More than a one-off?</b> Start and End Date for multiple bookings	Start Date: _____ End Date: _____		Will activity continue during School Holidays?  YES/ NO
	<input type="checkbox"/> Every week, Day: _____		
	<input type="checkbox"/> Every fortnight, Day: _____		
	<input type="checkbox"/> Every month, Day: (eg 3 <sup>rd</sup> Tues) _____		
<input type="checkbox"/> Every 2 <sup>nd</sup> month, Day: _____			
Will alcohol be consumed <i>(Please circle)</i>		Yes	No
Are you hiring any equipment or employing another organisation to provide music, entertainment, DJ, catering equipment, caterers, etc.		Yes	No
If you answered "Yes", have you provided a copy of their Public Liability Insurance/Certificate of Currency ?		Yes	No

If having music/entertainment provide details:			
<b>Audio Equipment Package Required</b> <i>(Auditorium only, includes all equipment listed below) (Please tick)</i>			
<b>Do you wish to use other equipment? :</b> <i>(Please tick)</i>			
		Projector, laptop, screen	Microphone & Speaker (Portable)
Tables		No. required	Chairs
			No. required

<b>Office Use Only</b>	<b>Bond :</b> \$	<b>Hourly Rate:</b> \$	<b>Total Hire :</b> \$	<b>Total with Bond</b> \$
<b>Key Issued :</b>	Yes/No	<b>Key Number:</b>	<b>Key Returned:</b>	<b>Date:</b>

Please provide us with a copy of your Public Liability Insurance Certificate of Currency with this application.

If, for reasons beyond the control of the Board, a booked room is unavailable to a hirer, then the Board will not be held liable for any financial loss or inconvenience to the Hirer.

**I/We are agreeing to the Hire Agreement which accompanies this Booking Form.**

**Signature .....** **Date .....**

## Building 2 Agreement for Room Hire 2020

1/20 Kincumber Street  
PO Box 6268 Kincumber 2251  
T 02 4363 1044 F 02 4369 6721  
[manager@kincumberdnc.com.au](mailto:manager@kincumberdnc.com.au)  
[www.kincumbernc.com.au](http://www.kincumbernc.com.au)  
ABN 58 950 389 502

**Kincumber Neighbourhood Centre** will use its best endeavours to maximise community use of the facility, making it accessible to community members and community groups in an equitable way, and in accordance with community needs, Department of Family and Community Services' priorities and Gosford City Council requirements.

This agreement is made on the..... day of ..... 20.....

<b>BETWEEN</b>	The Board of Management, Kincumber Neighbourhood Centre
	Unit 1/ 20 Kincumber Street, Kincumber
<b>AND</b>	
<b>HIRER :</b> Name of Group/Organisation	
Representative's Name in Full	
Address :	
Term of Agreement (12 Months Maximum Based on Calendar Year)	
Agreed Rate of Hire	

**I/We have read the Hire Agreement and agree to all conditions set down in same**

Signature: ..... Date: .....

### **OFFICE USE ONLY**

**Kincumber Neighbourhood Centre Inc Board of Management**

Representatives name (in full) .....

Signature: ..... Date: .....

### **KINCUMBER NEIGHBOURHOOD CENTRE – BANKING DETAILS**

Bank : Bendigo Bank

BSB 633000

Account Number 159961820

***Please put your last name as a reference on the transfer to identify the booking.***