

Regular use of a community hall

Application form

1. Name of group/organisation

.....

2. Community Hall Required (Please tick appropriate box)

- | | |
|---|--|
| <input type="checkbox"/> Avondale Heights Community Precinct - Stadium | <input type="checkbox"/> Bowes Avenue Community Hall |
| <input type="checkbox"/> Bowes Avenue Netball Courts | <input type="checkbox"/> Bradshaw Street Community Hall* |
| <input type="checkbox"/> Canterbury Street Stables | Cooper Street Community Centre program room: |
| <input type="checkbox"/> Doutta Galla Community Hall | <input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 4 |
| <input type="checkbox"/> Room 1 <input type="checkbox"/> Room 2 <input type="checkbox"/> Hall | <input type="checkbox"/> Emerald Street Community Hall |
| <input type="checkbox"/> Neil Heinze Pavilion* | <input type="checkbox"/> Ratcliff Community Hall |
| <input type="checkbox"/> Strathmore Heights Community Hall | <input type="checkbox"/> Woodlands Park House |
| *only available to current users | <input type="checkbox"/> Other |

3. Details for nominated primary contact

First name Last name

Postal address

Suburb Postcode

Phone (daytime) Phone (evening)

Phone (mobile)

Email

Role in group

Would you prefer to receive correspondence via email? Yes No

4. Details for nominated secondary contact

First Name Last name

Postal address

Suburb Postcode

Phone (daytime) Phone (evening)

Phone (mobile)

Email

Role in group

5. Booking commencement date

..... / / 2016

6. Booking completion date

..... / / 2016

7. Required booking day/s and time/s (minimum 1.5 hours):

Monday	From	am/pm	To	am/pm
Tuesday	From	am/pm	To	am/pm
Wednesday	From	am/pm	To	am/pm
Thursday	From	am/pm	To	am/pm
Friday	From	am/pm	To	am/pm
Saturday	From	am/pm	To	am/pm
Sunday	From	am/pm	To	am/pm

8. How regularly do you meet?

Weekly Fortnightly Monthly

Other

9. School Holidays

Do you require use of the facility during school holidays? (Refer to 2016 calendar provided) Yes No

10. Public Holidays

Do you require use of the facility on public holidays? (Refer to 2016 calendar provided) Yes No

11. Group/Organisation Information

This section is for the purpose of gaining more information about our regular hirers with the view to providing information to the community.

How can Council direct an individual inquiring about your group/organisation?

.....
.....

I do not want Council to pass my contact details onto the public

What does it cost for an individual to join your group/organisation and to participate in your group? Are concessions or special rates available?

.....
.....

Organisation website

.....

What age groups do your activities cater for? Children Adults Seniors All ages

How many people are expected to be in the facility at any one time? Max

Please detail the specific activities conducted during your booking:

.....

.....
Please outline how the community will benefit from the activities provided by your group:
.....
.....

Are your activities accessible to people of all abilities? Yes No

12. Public liability insurance

Important: Application Forms will not be accepted without current public liability documentation attached.
This will be strictly enforced for the 2016 process (please send copies)

Policy number

I have attached proof of current public liability (all groups)

13. Incorporated Association

Is your group currently incorporated under the Association Incorporation Act? Yes No

If yes, please provide Association Number

I have attached proof of incorporation (if not- for- profit)

14. Australian Business Name (ABN)

Does your group/organisation have an ABN number?

Yes No

If yes, please provide ABN number

Declaration:

I hereby acknowledge that I have received and read a copy of the Community Halls Terms and Conditions. I undertake, on the application being granted to comply in all aspects with such conditions and I expressly agree to indemnify Moonee Valley City Council, its servants and agents and the Mayor, Councillor and Citizens of the City of Moonee Valley, in accordance with attached conditions of hire. I realise that my group and I are responsible for any loss or damage to the facility and its contents and therefore agree to pay any costs incurred as a result of this loss or damage

Signature of applicant Date

Signature of Secondary Contact Date

OFFICE USE

- Entered into spreadsheet Public liability registered Confirmation letter sent
- Timezone updated Keys issued

Booking number Date entered / / 2015

September 2015

Moonee Valley Language Line

عربي	Arabic	9280 0738	Ελληνικά	Greek	9280 0741	Español	Spanish	9280 0744
中文	Cantonese	9280 0739	Italiano	Italian	9280 0742	Türkçe	Turkish	9280 0745
Hrvatski	Croatian	9280 0740	Somali	Somali	9280 0743	Việt-ngữ	Vietnamese	9280 0746

All other languages 9280 0747

National Relay Service 133 677 or iprelay.com.au

Moonee Valley City Council

9 Kellaway Avenue | PO Box 126 Moonee Ponds VIC 3039
Telephone 03 9243 8888 | After hours 9243 8888 | Facsimile 03 9377 2100
Email council@mvcc.vic.gov.au | Website mvcc.vic.gov.au

