

Casual use of a community hall

Application form

Contact details

Booking No.

Name

Organisation/group (if applicable)

Address

Suburb Post Code

Phone (H) Phone (W)

Mobile Email

Function details

Facility requested (Please tick appropriate box)

- | | |
|---|---|
| <input type="checkbox"/> Ascot Vale Neighbourhood Centre | <input type="checkbox"/> Emerald Street Community Hall |
| <input type="checkbox"/> Avondale Heights - Learning Centre (Gymnasium) | <input type="checkbox"/> Kellaway Avenue Neighbourhood Centre |
| <input type="checkbox"/> Burley Griffin Community Centre | <input type="checkbox"/> Nancye Kirchner Neighbourhood Centre |
| <input type="checkbox"/> Bowes Avenue Community Hall | <input type="checkbox"/> Niddrie Neighbourhood Centre (Niddrie Community Hub) |
| <input type="checkbox"/> Canterbury Street Stables | <input type="checkbox"/> Ratcliff Community Hall |
| <input type="checkbox"/> Cooper Street Community Centre
(please select room) | <input type="checkbox"/> Strathmore Heights Community Hall |
| <input type="checkbox"/> Program room 3 <input type="checkbox"/> Program room 4 | <input type="checkbox"/> Woodlands Park House |
| <input type="checkbox"/> Doutta Galla Community Hall | |

Purpose of hire

Number of persons expected to attend (maximum) Date required / /

Time required: Start time (inc set up) am/pm End time (inc pack down) am/pm

Total hours of use (minimum of 3 hours morning or afternoon.
Minimum of 4 hours over lunch period)

Public Liability Insurance required from Council?* Yes No

*For users without their own Public Liability Insurance it is compulsory to purchase Public Liability Insurance from Council.

Request for consumption of alcohol on Council premises

Will there be alcohol served during your booking?

- Yes (if yes, please complete the following form)
- No (if no, please skip and fill out payment form)

I,

of

(address)

Request permission for a small amount of alcohol to be consumed during my booking

at

(venue)

on / /

I accept full responsibility for the alcohol being served and the removal of all remnants and signs of alcohol from the premises prior to vacating the premises named above.

I confirm that no alcohol will be sold on the premises that breaches the Liquor Licensing Act.

I hereby agree to indemnify and keep indemnified Moonee Valley City Council, its servants and agents from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or claimed against them arising out of or in relation to this activity/event.

Name

Signature

Date / /

Booking No.

Date of booking / /

Payment method

Cash Cheque Online

In paying by **cash, cheque** or **online** I have provided my credit card details below as a security and understand a bond amount will be charged to my credit card following my booking should I damage the facility or in any way breach the Community Halls Terms and Conditions. I certify that I am over 21 years of age.

OR

Credit card

In paying by **credit card** I authorise Moonee Valley City Council to debit my nominated credit card with the amount shown below. I understand a bond amount will be charged to my credit card following my booking should I damage the facility or in any way breach the Community Halls Terms and Conditions. I certify that I am over 21 years of age.

Bond

All bookings must provide credit card details below in the event a bond amount needs to be charged.

Card type

Visa MasterCard

Card number

Expiry / Amount \$ (if paying by credit card)

Cardholder's name (as appears on card)

Cardholder's signature

Declaration

I hereby acknowledge that I have received and read a copy of the Community Halls Terms and Conditions. I agree, 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, Councillors 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 / /

March 2018

Moonee Valley Language Line

العربية	Arabic	9280 0738	Ελληνικά	Greek	9280 0741	Español	Spanish	9280 0744
廣東話	Cantonese	9280 0739	Italiano	Italian	9280 0742	Türkçe	Turkish	9280 0745
Hrvatski	Croatian	9280 0740	Somali	Somali	9280 0743	Viêt-ngu	Vietnamese	9280 0746

All other languages 9280 0747

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