

# Maribyrnong Community Centre

## Function/Events Room Hire Application Form 2019 - 2020



Name of hirer/organisation:	
Contact person name:	
Address:	Postcode:
Contact number (BH):	Mobile:
Email:	
Brief summary of function / event:	
Date: _____ Time in: _____ Time out: _____ (including set up and clean up)	
Expected Number of People attending your function / event: _____	
Room(s) booked:	
<input type="checkbox"/> Main Hall (150) <input type="checkbox"/> Recreation Room (50) <input type="checkbox"/>	
Full Dining/Large Kitchen(48)	
<input type="checkbox"/> Half Dining/Large Kitchen (24) <input type="checkbox"/> All Rooms in Centre* (upon approval from management)	
<b>Key security arrangement (please complete the following)</b>	
The following section needs to be completed by the nominated swipe card holder:	
Key holder name: _____	
Key holder mobile: _____	
Key number/s: _____	
Key holder signature: _____ Date: __ / __ / __	
HIRE CHARGE: Hourly rate \$ _____ x _____ hours \$ _____ (135)	
Public Liability Insurance (\$40.00, if applicable) \$ _____ (133)	
Any other additional costs (if applicable) \$ _____	
Total hire charge \$ _____	
Less: Deposit Receipt No: _____ \$ _____	
TOTAL OUTSTANDING AMOUNT \$ _____	
Receipt No: _____ Date Paid: ____/____/____	
BOND SECURITY (if applicable): (\$500.00) \$ _____ ( 3)	
BOND KEY (if applicable) (\$60 per key) \$ _____ ( 3)	
Receipt No: _____ Date Paid: ____/____/____ TOTAL BONDS \$ _____	

### FEES AND CHARGES JULY 2019 - JUNE 2020

Service	Price	GST	Total price per hour
Main Hall/Full Dining/Large Kitchen	\$118.18	\$11.82	<b>\$130.00</b>
Main Hall/Full Dining/Large Kitchen/Recreation Room	\$154.45	\$15.45	<b>\$170.00</b>
Insurance	\$36.36	\$3.64	<b>\$ 40.00</b>
<b>Bonds</b>			
Security bond	\$500.00		<b>\$500.00</b>
Key bond (Per Key)	\$ 60.00		<b>\$ 60.00</b>

**NOTE:** Management reserves the right to review fees for room hire, to have discretionary powers over access and to set any special conditions it sees appropriate provided they fit within the aims and objectives of Maribyrnong City Council Community Facilities.

#### NOISE LEVELS

☐ Nil                      ☐ Low                      ☐ Mid                      ☐ High (max +55db)

*Hirers must provide full details of proposed activities and are advised to discuss with the Centre Staff any issues regarding the type of noise, noise levels, style of entertainment, including singing, drumming, amplified speech and active group movement.*

#### Emergency Group Leader (Please complete the following)

The following section needs to be completed by the nominated Emergency Group Leader (EGL):

EGL Name: \_\_\_\_\_

EGL contact details: \_\_\_\_\_

Date of induction completed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

EGL signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### FUNCTION / EVENTS HIRE AGREEMENT

The User/Hirer/Lessee shall indemnify and keep indemnified Maribyrnong City Council, its servants and agents and each of them from, and against, all actions, costs, claims, charges, expenses and damages whatsoever, which may be brought or made or claimed against it by any of them arising out of, or in any way related to, the granting of this agreement and/or the use of the premises. The User's/Lessee's liability to indemnify Maribyrnong City Council will be reduced proportionally to the extent that any act or omission of Maribyrnong City Council, its servants or agents, contributed to the loss of liability.

**In the event of a local or state emergency, the Maribyrnong Community Hub may be designated for use as an Emergency Relief Centre. In the event of such an emergency, Maribyrnong City Council may not be in a position to provide any prior notice that your booking is cancelled. The hiring fee and any bond will be refunded.**

**Privacy Statement:** The personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information requested on this form is being collected by Council for reference and identification, mailing purposes, or related purposes. Council may disclose this information to other organizations if required by legislation. The User/Hirer/Lessee understands that the personal information provided is for the above purpose that he/she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer.

- The Bond must be paid 10 business days prior to the date of function. The bond is refundable after any additional expenses have been deducted and will be sent to the hirer within 2 – 4 weeks via EFT from Council. In order for the bond refund process to proceed, the hirer shall email their bank details to [maricomm@maribyrnong.vic.gov.au](mailto:maricomm@maribyrnong.vic.gov.au)
- Full hire cost must be paid 10 business days prior to the date of function.
- Room hire bookings must be accompanied with a completed Application Form.
- Please read all sections of the Conditions Of Use Booklet.

I, \_\_\_\_\_  
(Name of hirer) (Name of organisation/group)

Of \_\_\_\_\_ Post Code: \_\_\_\_\_  
(Address)

have received and read a copy of the Conditions of Use booklet, and agree to comply with all the requirements in the document.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Staff signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### OFFICE USE:

NAR:

TRUST CAT:

TRUST ID: