



Preston Neighbourhood House Inc.

2010 Casual Venue Hire Application for Not-for-profit Organisations

<i>Office Use Only:</i>		TIME	
ROOM:	DATE:	FROM:	TO:
NAME OF ORGANISATION:			
CONTACT PERSON:			
EMAIL:			
ADDRESS:			
POST CODE:	PHONE (B):	MOBILE:	
PUBLIC LIABILITY INSURANCE:			
PUBLIC LIABILITY INSURANCE DETAILS: (Attach copy of current certificate)		Tick to show attached	
DO YOU WISH TO USE CITY OF DAREBIN ONE-OFF PUBLIC LIABILITY INSURANCE		YES	NO
INVOICING DETAILS IF DIFFERENT THAN THOSE ABOVE:			
NAME:			
ADDRESS:			
EMAIL:		PHONE:	
PURPOSE FOR HIRE;			
ROOMS REQUIRED:(Tick applicable)			
220 HIGH ST (CHURCH BUILDING):		218 HIGH ST (HOUSE)	
<input type="checkbox"/>	Whole Building Including Kitchen	<input type="checkbox"/>	Room 2/3
<input type="checkbox"/>	Whole Building Excluding Kitchen	<input type="checkbox"/>	Room 5/6
<input type="checkbox"/>	Front Hall Only	<input type="checkbox"/>	Computer Lab
<input type="checkbox"/>	Rear Hall Only	<input type="checkbox"/>	Staff Room
<input type="checkbox"/>	Annexe	<input type="checkbox"/>	Access Room
<input type="checkbox"/>	Kitchen		
<input type="checkbox"/>	Meeting Room		
<input type="checkbox"/>	Party Booking; Includes Rear Hall, Kitchen & Outside Playground in Three Hours Blocks.		

ROOM HIRE FEES TO BE CHARGED:

Room Hire		
Cleaning		
Bond		
City of Darebin Insurance		
Resources (specify)		
TOTAL		
Deposit Paid		
BALANCE OWED		

Please complete this Casual Venue Hire Application and return to Chris Lombardo at 218 High St Preston 3072. Fax:94841604 or Email: office@prestonhouse.org.au

The Hirer will and does hereby indemnify the Preston Neighbourhood House Inc., its staff, volunteers, contractors and Committee of Management from and against all claims and demands of every kind for which the Preston Neighbourhood House, its staff, volunteers, contractors and Committee of Management shall or may be legally liable in respect of or arising from any accident, loss, damage or injury to persons or property by reason of anything done or omitted to be done by the Hirer, its employees, agents, members, invitees and the persons under its control or responsibility, in connection with the usage of the facilities and in connection with the "Venue Hire Terms & Conditions Policy".

I declare that I am authorised by the above organisation to hire the facilities specified for the purpose specified. I have read and understood the "Venue Hire Terms & Conditions Policy" and confirm that I accept them on behalf of the above organisation.

RUBBISH REMOVAL:

It is a condition of Hiring that all Rubbish be removed from the Premises. Failure to do so will result in a deduction from your Bond. (Please refer to the "Venue Hire Terms & Conditions Policy".)

Hirer's Signature & Date: /...../.....	Venue Approval Signature and Date: /...../.....
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Email: office@prestonhouse.org.au Web: www.prestonhouse.org.au