



# Preston Neighbourhood House Inc.

## 2010 Not-For Profit On-Going Venue Hire Application

<i>Office Use Only:</i>			
NAME OF ORGANISATION:			
CONTACT PERSON:			
EMAIL:			
ADDRESS:			
POSTCODE:	PHONE (B):	MOBILE:	
<b>PUBLIC LIABILITY INSURANCE:</b>			
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
<b>INVOICING DETAILS IF DIFFERENT THAN THOSE ABOVE:</b>			
NAME:			
ADDRESS:			
EMAIL:			PHONE:
DO YOU WISH TO BE INVOICED AT END OF MONTH OR END OF TERM? (Please Circle) MONTH TERM			
<b>PURPOSE FOR HIRE; (ATTACH EXTRA PAGE IF MORE ROOM REQUIRED)</b>			
<b>ROOM(S) REQUIRED AS AGREED WITH PNH STAFF. (Please tick)</b>			
<b>220 HIGH ST (CHURCH BUILDING):</b>		<b>218 HIGH ST (HOUSE)</b>	
<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	Equipment Required:	
<input type="checkbox"/>	Meeting Room		
<b>ROOM HIRE FEES TO BE CHARGED:</b>			<i>Office Use Only</i>
Room Hire	\$		
Cleaning	\$		
Resources (specify)	\$		
Childcare	\$		
<b>WEEKLY TOTAL</b>	<b>\$</b>		
<b>BONDS:</b>			<i>Office Use Only</i>
Key Bond refundable on return of key.			\$
Facility Bond. Refundable as per "Venue Hire Terms & Conditions Policy"			\$

**DAYS REQUIRED:**

<i>Circle:</i>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Time From								
Time To								
COMMENCEMENT DATE:				/ /		COMPLETION DATE:		/ /

**DATES REQUIRED**

Please Circle ALL dates for 2010 that you require room hire.

**IMPORTANT:** By completing this form you agree to pay for all circled dates unless SEVEN days notice of cancellation by phone or email has been received and confirmed by PNH Staff.

**January 2010**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Invoice#					

**February 2010**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	Invoice#					

**March 2010**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	Invoice#		

**April 2010**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	Invoice#

**May 2010**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Invoice#				

**June 2010**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	Invoice#		

**July 2010**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Invoice#						

**August 2010**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Invoice#			

**September 2010**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	Invoice#	

**October 2010**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	Invoice#					

**November 2010**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	Invoice#			

**December 2010**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Invoice#

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 attached "Venue Hire Terms & Conditions Policy" and confirm that I accept them on behalf of the above organisation.

Hirer's Signature & Date:  ...../...../.....	Venue Approval Signature and Date:  ...../...../.....
--	---

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

218 High St, Preston, 3072      Tel: 94845806      Fax: 94841604      ABN 6680 185 7062  
 Email: office@prestonhouse.org.au      Web: www.prestonhouse.org.au

