Application for Hire of
Wingate Avenue Community Centre
Facilities

Name of Hirer/ Organisation	
Type of Entity	☐ Private ☐ Commercial ☐ Non-for-Profit
Contact Name	
Address	Address Line 1
	Suburb State Postcode
Email Address	
Phone Number	

Purpose of Hire	
Type of Hire	
Room Required	☐ Hall ☐ Shed ☐ Classroom ☐ Kitchen ☐ Computer Lab
Location	☐ Wingate Avenue Community Centre ☐ Union Road
Day(s) of the week	
Dates Required	
Time of Hire	From : ☐ AM ☐ PM Until : ☐ AM ☐ PM
Number of Attendees	
Comments	

Method of payment	☐ Payment made prior to the booking date ☐ Invoice required (please note an additional $20 administration charged will be added if an invoice is required)
	Organisations details for invoice purposes
	Name
	Organisation
	Address

Additional Information	• A minimum of 2 weeks' notice is required for all bookings. • A bond of $200 is required for all bookings • Provided the facilities are left in good condition, the bond can be collected the following business day after the hire. • Please note that submission of this form does not confirm the hire. All forms are submitted to management and confirmations of the hire will be made via phone call or email.

Acceptance of Room Hire Agreement Acknowledgement

I acknowledge that:

- I have read and understood the conditions of hiring our facilities.

- Where the Hirer is a company or an incorporated association, I am authorised by the Hirer to complete this application form on their behalf.

- I understand by signing this form, I am personally responsible for ensuring that users comply with the conditions of hiring. Should the users breach any of the Hall Hire Policy, I shall be personally responsible for any such breaches, including damage of the room which would result in a penalty and/or loss of security bond.

Full Name			
Signature		Date	/ /