

# Bellambi Neighbourhood Centre

## Application for Hire

### Community Rooms

I wish to hire (please tick appropriate box)

Activity Rm 2  Activity Rm 3  Activity Rm 4  Community Hall (rm 2&3)

I will require kitchen facilities?  Yes  No

I will require the following equipment:

Whiteboard

For my booking of the Community Hall I will require the following:

Tables/Chairs (Number .....)

Date of Event: \_\_\_\_\_

Time: (including preparation & cleaning time) From \_\_\_\_\_ to . \_\_\_\_\_

Type of Event: \_\_\_\_\_

Number Attending (approx.) \_\_\_\_\_ but will not exceed \_\_\_\_\_

Name of Hirer: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_ Telephone No ( ) \_\_\_\_\_ (W)

( ) \_\_\_\_\_ (H) Fax No ( ) \_\_\_\_\_ Email: \_\_\_\_\_

**Please note that you or your organisation may be liable for any loss, damage or claims resulting from your use of this facility. You should consider obtaining suitable insurance.**

**I have read and understand the conditions applying to the use of the Community Rooms in the Centre. I agree to abide by and be bound by those conditions.**

Enclosed : \$ \_\_\_\_\_ full hiring charge, \$ \_\_\_\_\_ deposit, \$ \_\_\_\_\_ bond.

(Delete whichever not applicable)

Date \_\_\_\_\_ Signature. \_\_\_\_\_ Name: \_\_\_\_\_

Please return form to: Bellambi Neighbourhood Centre

PO Box 590

Corrimal NSW 2518

Enquiries: Telephone (02) 4285 3055

Bookings@bellambineighbourhoodcentre.org.au

**OFFICE USE ONLY**

FEE CATEGORY

- Functions
- Non Profit Organisations
- All Other Organisations

PAYMENTS

Full Hiring Charges                 \$..... Receipt No ..... Date .....

Deposit                                 \$..... Receipt No ..... Date .....

Bond                                     \$..... Receipt No ..... Date .....

Total                                   \$.....

BOND RETRIEVAL

Deductions                           \$..... Receipt No ..... Date .....

Cheque No                             .....

*NOTE: The above should be placed on back of Application Form – previous page.*