



**TAILEM BEND COMMUNITY CENTRE
FACILITY HIRE FORM**

Organisation: _____

Name of Meeting: _____ Contact Person: _____

Contact Telephone Number: _____ Email: _____

Address: _____

Date of Meeting: ____/____/____ Meeting Time: _____ (am/pm) to _____ (am/pm)

RESOURCES REQUIRED:

Function Room	Kitchen	Art & Lifestyle shed	Woodwork	Computer
Projector:	Yes/No		Projector Screen:	Yes/No
Urn, Tea and Coffee:	Yes/No		Kitchen & Equipment:	Yes / No
BBQ	Yes/No		Other _____	

ROOM HIRE FEES	Half Day max 5 hours	Full Day max 8 hours
Community Groups	\$ 11.00	\$ 22.00
Personal	\$ 22.00	\$ 44.00
Business organisation	\$ 50.00	\$ 100.00
Urn Hire (includes tea & coffee)	\$ 10.00	

Total Hire cost \$ _____ *All hire fees are inclusive of GST*

Hire includes use of kitchen facilities as per booking arrangements
 All hirers of TBCC facilities must pay a key deposit refundable upon the return of the key to TBCC and the facility being left in a satisfactory condition.
 Payment is required to secure the booking. Late cancellation (less than 7 days) may result in a fee
 Set-up and set down time must be included in the hours you hire the hall.
 It is the hirer's responsibility to leave the facilities in a clean and tidy manner failure to do this will result in the individual/group being invoiced for cleaning services.
 A community group is an association of people with common aims and objectives that meets regularly and where participation in group activities is encouraged. A community group is not for profit and may or may not be incorporated. Hirers seeking this rate may be required to verify the structure of their group.
 If you are an incorporated body, sporting club of any kind, or a profit making/commercial activity you are required to have your own Public Liability Insurance cover to the value of \$20 million. TBCC requires a Certificate of Currency at the time of application.
 If you are providing/selling liquor or the price of liquor is included in the admission price, you must have the appropriate permit, applications may take 3 - 4 months to process.
 Smoking is strictly prohibited in all areas

I have read and understood the TBCC hire form and agree, as a condition of and in partial consideration that I/my organisation will be responsible for any damage to the facility or property

Print name _____ Sign _____ Date _____

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Office use only

Approved Yes/No Payment received Yes/No Receipt # _____ Entered in calendar Yes/No

Staff/Volunteer Initial _____