



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:

Table with 5 columns: Function Room, Kitchen, Art & Lifestyle shed, Woodwork, Computer. Rows include Projector, Urn, Tea and Coffee, BBQ, Projector Screen, Kitchen & Equipment, Other.

ROOM HIRE FEES table with columns: Half Day max 4 hours, Full Day max 8 hours. Rows: Community Groups, Personal, Business organisation, Urn Hire.

KITCHEN HIRE FEES table with columns: Half Day max 4 hours, Full Day max 8 hours. Rows: Community Groups, Personal, Business organisation.

Service Fee \$200

*A service fee may be applied if the room is not cleaned and dishes are not properly attended to.

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.
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.
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 _____

Office use only

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

Staff/Volunteer Initial _____