



2018 Casual Hirer Application



NAME OF HIRER: _____

ADDRESS: _____

POSTCODE: _____

EMAIL ADDRESS: _____

TELEPHONE: (H) _____ (B) _____ (M) _____

HIRE DETAILS:

DAY: _____ DATE: _____

TIME REQUIRED (MUST INCLUDE SET UP & PACK UP): _____ am / pm TO _____ am / pm

TYPE OF FUNCTION: _____ ENTERTAINMENT: _____

NO. OF GUESTS: _____ GENERAL ADMITTANCE **OR** INVITATION ONLY

WILL THERE BE ANY FORM OF SECURITY AT THE FUNCTION / EVENT ? YES NO

IF YES, PLEASE SPECIFY: _____

WILL LIQUOR BE CONSUMED AT THE FUNCTION / EVENT ? YES NO

BUSINESSES/ASSOCIATIONS - A CURRENT COPY OF PUBLIC LIABILITY INSURANCE IS REQUIRED

INDIVIDUALS - DO YOU HAVE A PUBLIC LIABILITY INSURANCE POLICY OR A HOME & CONTENTS INSURANCE POLICY WHICH CONTAINS A PUBLIC LIABILITY EXTENSION ? YES NO

IF NO, DO YOU WANT COVER UNDER COUNCIL'S CASUAL HIRERS LIABILITY POLICY ? YES NO

HALL / ROOM REQUIRED:

Lyrebird Hall Kingfisher Hall Hummingbird Room

Lyrebird 1 Room Cockatoo Room Back Office

Lyrebird 2 Room Partridge Room

The person completing this application must be aged at least 21 years. A suitable form of identification is to be produced at the time of making this application. Proof of age may be required.

I/We hereby undertake to abide by the Lyrebird Community Centre Casual Hire Agreement, a copy of which has been supplied with this form and has been read by me/us, and abide by Council's By-Law provisions regarding noise. Failure to comply with one or more of the conditions as set down in the Casual Hire Agreement may result in forfeiture of part or all of the Security Bond monies held at the discretion of the Board of Management. I/We further agree to be responsible for any costs incurred over and above the Security Bond monies paid.

The Board of Management have agreed upon receiving Casual Hire Application and all monies owing, to hire the rooms and facilities of the Lyrebird Community Centre as agreed to under the Casual Hire Agreement.

HIRERS SIGNATURE: _____ DATE: ____ / ____ / ____

BOOKING OFFICERS SIGNATURE: _____ DATE: ____ / ____ / ____

**Confirmation of booking on receipt of application form & deposit. Please make cheques payable to:
"Lyrebird Community Centre Inc." 203-205 Lyrebird Drive, Carrum Downs VIC 3201**

Note: Keys may be collected from reception during business hours - Monday to Friday 8.30am-4.00pm

AMOUNTS PAYABLE

Hire Fee Payable \$ _____

Cash Security Bond Payable \$ _____

Cleaner (if required) \$ _____

Extras charge \$ _____

Extras details _____

Total Payable \$ _____

Less Deposit Paid / / \$ _____

TOTAL PAYABLE ON COLLECTION OF KEYS \$ _____
=====

OFFICE USE ONLY

INSURANCE

Does the Hirer have Public Liability Insurance? Yes No

 If yes, Name of Insurer: _____

 Policy Number: _____ Expiry Date: ____ / ____ / ____

If no, Council emailed regarding insurance? Yes No

SECURITY BOND

Security Bond Refundable to Hirer \$ _____

Less any Deductions (if necessary) \$ _____

Details of Bond Deduction _____

Refunded to Hirer ____ / ____ / ____ \$ _____

Notes regarding Hirer: =====

KEYS & ALARM CARD

Key Number: _____ Security Code: _____

Date Out: ____ / ____ / ____ Date Returned: ____ / ____ / ____