



# 2018 Permanent Hirer Application



**THIS APPLICATION WILL NOT BE PROCESSED UNLESS THE FORM IS FILLED OUT COMPLETELY**

ORGANISATION NAME: \_\_\_\_\_

ACTIVITIES PROPOSED: \_\_\_\_\_

CONTACT PERSONS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POSTCODE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CAN WE USE THIS EMAIL ADDRESS TO FORWARD MONTHLY INVOICES TO YOU ?      YES       NO

CAN WE SEND YOU OTHER LYREBIRD INFORMATION VIA EMAIL ?      YES       NO

TELEPHONE: (H) \_\_\_\_\_ (B) \_\_\_\_\_ (M) \_\_\_\_\_

PUBLIC LIABILITY INSURANCE:      PLEASE PROVIDE US WITH A COPY OF YOUR CERTIFICATE OF CURRENCY

NAME OF INSURER \_\_\_\_\_

POLICY NUMBER \_\_\_\_\_ EXPIRY DATE: \_\_\_\_\_

**BOND: A \$500 Security Bond and a \$20 Key Bond** (if applicable)  
will be charged at the commencement of hiring.

### HALL / ROOM REQUIRED:

- |                 |                          |                 |                          |                  |                          |
|-----------------|--------------------------|-----------------|--------------------------|------------------|--------------------------|
| Lyrebird Hall   | <input type="checkbox"/> | Kingfisher Hall | <input type="checkbox"/> | Hummingbird Room | <input type="checkbox"/> |
| Lyrebird 1 Room | <input type="checkbox"/> | Cockatoo Room   | <input type="checkbox"/> | Partridge Room   | <input type="checkbox"/> |
| Lyrebird 2 Room | <input type="checkbox"/> | Kitchen         | <input type="checkbox"/> | Back Office      | <input type="checkbox"/> |

### DAYS REQUIRED:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

### TIMES REQUIRED:

- From: \_\_\_\_\_ To: \_\_\_\_\_
- From: \_\_\_\_\_ To: \_\_\_\_\_
- From: \_\_\_\_\_ To: \_\_\_\_\_
- From: \_\_\_\_\_ To: \_\_\_\_\_
- From: \_\_\_\_\_ To: \_\_\_\_\_
- From: \_\_\_\_\_ To: \_\_\_\_\_

### **COMMENCEMENT DATE:**

\_\_\_\_\_

### **CONCLUSION DATE:**

\_\_\_\_\_

**PLEASE CIRCLE OR CLICK DAYS REQUIRED ON 2018 CALENDAR BELOW:**

**Public Holidays**

**School Holidays**

**January**

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Inv No: \_\_\_\_\_ \$ \_\_\_\_\_

**February**

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Inv No: \_\_\_\_\_ \$ \_\_\_\_\_

**March**

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Inv No: \_\_\_\_\_ \$ \_\_\_\_\_

**April**

M	T	W	T	F	S	S
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Inv No: \_\_\_\_\_ \$ \_\_\_\_\_

**May**

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Inv No: \_\_\_\_\_ \$ \_\_\_\_\_

**June**

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Inv No: \_\_\_\_\_ \$ \_\_\_\_\_

**July**

M	T	W	T	F	S	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Inv No: \_\_\_\_\_ \$ \_\_\_\_\_

**August**

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Inv No: \_\_\_\_\_ \$ \_\_\_\_\_

**September**

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Inv No: \_\_\_\_\_ \$ \_\_\_\_\_

**October**

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Inv No: \_\_\_\_\_ \$ \_\_\_\_\_

**November**

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Inv No: \_\_\_\_\_ \$ \_\_\_\_\_

**December**

M	T	W	T	F	S	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Inv No: \_\_\_\_\_ \$ \_\_\_\_\_

**AGREEMENT:** I/we hereby undertake to abide by the Permanent Hire Agreement (a copy of which has been supplied to me/us) as well as Council's Local Law provisions regarding noise. I/we also agree to inform Centre Management in writing, and at least 30 days prior to the date, of any changes, additions or cancellations concerning bookings. I/We further agree to be responsible for any costs incurred over and above the Security Bond held.

I/we, \_\_\_\_\_ agree to the conditions of hire as set out above.

by clicking on the "Sign & Submit button below,

**BOOKING OFFICERS SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

- Please return completed form to 203-205 Lyrebird Drive, Carrum Downs, 3201.
- An account will be forwarded **monthly in advance** for the Venue Hire and must be paid according to the terms as indicated on the invoice.
- All fees are subject to an increase in the future at the discretion of Management.

**OFFICE USE ONLY:**

Key Number 11. _____	Date Out: _____ (staff)	Returned Date: _____ (staff)
Security Code: _____		User Number: _____
Security Bond Received \$ _____		Returned Date: _____ (staff)
Key Bond Received _____		Returned Date: _____ (staff)
	\$ _____	

**CALCULATION OF CHARGE PER SESSION:**