



# 2019 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 the 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.

I/we \_\_\_\_\_ by clicking on the **"Sign & Submit"** button below, agree to the conditions of hire as set out above.

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 \$ \_\_\_\_\_

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: \_\_\_\_\_