



2024 Casual Hire Application



NAME OF HIRER: _____

ADDRESS: _____

POSTCODE: _____

EMAIL ADDRESS: _____

TELEPHONE: (M) _____ (B) _____

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

HALL / ROOM REQUIRED:

Lyrebird Hall Kingfisher Hall Hummingbird Room

Lyrebird 1 Room Cockatoo Room Back Office

Lyrebird 2 Room Partridge Room

AGREEMENT:

I/we confirm that the person completing this application is at least 21 years of age and hereby undertake to abide by the Casual Hire Terms & Conditions (a copy of which has been supplied to me/us) as well as Council's Local Laws. I/we also agree to inform Lyrebird Community Centre in writing, and at least 30 days prior to the date, of any changes, additions or cancellations concerning this booking. Failure to comply with one or more of the conditions as set down in the Casual Hire Terms & Conditions may result in forfeiture of part or all of the Security Bond 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 held.

HIRER'S SIGNATURE: _____ **DATE:** ____ / ____ / ____

LYREBIRD MANAGEMENT: _____ **DATE:** ____ / ____ / ____

Confirmation of booking on receipt of application form and deposit.

Please return completed application to:

Lyrebird Community Centre, 203-205 Lyrebird Drive, Carrum Downs.

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

Hire Fees are subject to change at the discretion of the Board of Management.

IS THE APPLICANT A COMMUNITY BASED ORGANISATION? YES NO

If yes, please attach evidence (A community based organisation is defined as being registered under the Association Incorporation Act 1981 and/or registered as a non profit group according to the Australian Taxation Office Guidelines) and a copy of current public liability insurance.

IS THE APPLICANT A BUSINESS? YES NO

If yes, please attach a current copy of Public Liability Insurance

IS THE APPLICANT AN INDIVIDUAL? YES NO

Do you have a Public Liability Insurance policy or a home and contents policy which contains a Public Liability extension ? YES NO

If no, do you want cover under Council's casual hirers liability policy ? YES NO

AMOUNTS PAYABLE:

Hire Fee Payable \$ _____

Security Bond Payable (Cash) \$ _____

Extras charge _____ \$ _____

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) \$ _____

Refunded to hirer ____ / ____ / ____ \$ _____
=====

Notes regarding hirer: _____

KEYS & ALARM CARD

Key Number: _____ Security Code: _____

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